

Vandenberg AFB

Housing Brochure



30 CES/CEH



INTRODUCTION



Welcome to your new home. We are pleased to have you with us and wish you an enjoyable and rewarding tour while stationed at Vandenberg AFB. Vandenberg is one of the most beautiful military installations in the world.

Although impossible to itemize every small detail of government and occupant responsibility, this handbook is designed to assist you in getting acquainted with your new home and surroundings and provides the information needed to help you make your home as comfortable as possible. It identifies your responsibilities as a resident of government housing, as well as the responsibilities of the Air Force. The information is in compliance with policies and regulations of the Air Force and the 30th Space Wing. Your adherence to the policies is expected. We continue to strive to keep this handbook up to date so you will always have a useful tool to find information to assist you as an occupant of government housing. Now that you are in your new home, please familiarize yourself with the information presented in this handbook.

Our objective is to make all housing areas safe, comfortable and attractive places to live, work and play. In keeping with this objective, we have many ongoing projects designed to improve the quality of life for our residents. We ask for you and your family's support and cooperation in assisting us to achieve this objective. Please keep your home free of maintenance headaches and help us by maintaining the overall housing area appearance. Our goals will be achieved if you leave your home in, as good, or better, condition for its next occupant as it was when you moved in. If you are considerate of your neighbors and treat your home as if you were the homeowner, we can ensure the relationship will be enhanced at all levels.

Remember community living requires mutual cooperation and consideration of every resident. Every effort must be made by everyone to avoid interpersonal conflicts that may lead to unpleasant situations.

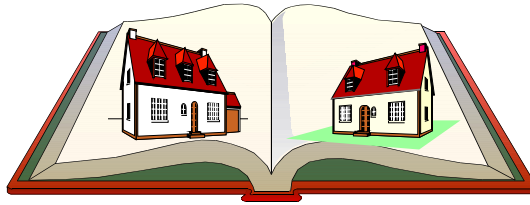
As you become familiar with your housing unit and our housing area, you may observe work that could be accomplished to improve the quality of life for your family and future residents. We welcome your written suggestions in this regard, and on any ways that we might serve you, our customer better. We hope your tour at Vandenberg will be one of the most pleasurable and memorable of your career.

Thank you and again, welcome aboard.

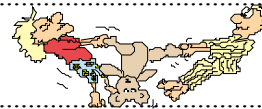
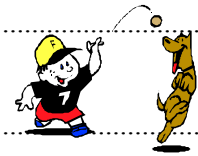


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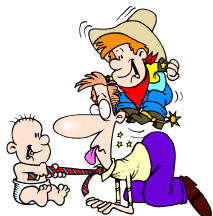
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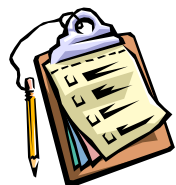
SECTION A

AIR FORCE RESPONSIBILITIES

The following services will be performed by the base in support of your assigned family housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property and fire and police protection.



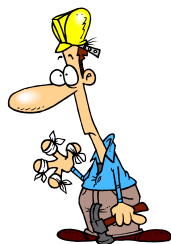
OCCUPANCY. You are expected to occupy Military Family Housing (MFH) for the duration of your tour. If you desire to relocate off base prior to the expiration of your tour, you must occupy MFH for a minimum of 12 months before you can request permission to move off base unless our occupancy rate is above 98%. Your request must be in writing. If approved, you must provide the Housing Office a minimum of 30 days notice of your intent to vacate quarters and the move will be at your expense.



INITIAL INSPECTION. Upon move-in, remember you are responsible to complete an inventory of all damages and annotate them on the AF Form 227, Quarters Condition Inspection Report. Failure to note damages on this form could result in you being held responsible for damages you may not have caused. Normally, a housing representative will perform an initial inspection with you to help identify and document on AF Form 227 any discrepancies pertaining to the unit or the appliances. At this time, the inspector would briefly outline your responsibilities. However, due to our large inventory and high turnover rate during the peak summer season you may be asked to complete the form yourself and return it to the housing Office within 15 days. You should only note on this form discrepancies such as cuts or dings in floor, stains or discolorations on carpets, gauges in doors or frames, etc. and not actual maintenance or repair items such as a leaky faucet or a door that does not latch, etc. Maintenance and repair items need to be called in to the housing maintenance contractor. If you have a question about how to complete the form, please call a housing inspector at 606-3795.



MAINTENANCE AND REPAIR. The Civil Engineer (CE) Squadron is responsible for maintaining your home through a maintenance and repair contractor. Whenever you notice a problem or malfunction in your assigned housing unit, it is your responsibility to initiate a service call. For all service calls: emergency, urgent and routine, please call the Contractor Service Call Desk at 734-5586 during normal duty hours 0730-1630 hours Monday through Friday. After duty hours, nights, weekends, and holidays an answering service will take your call and the contractor will return your call. After a service request is received by the Service Call Desk, the service call specialists will assign a job number and provide the number to you. The specialist will also provide you with an estimated date and time the work will be performed. There are three categories of service: emergency, urgent, and routine. The category determines when the service will be accomplished.



Emergency - within one hour, seven days a week, 24 hours a day, including holidays and will proceed with the work in coordination with and regard for the welfare of you and your family. Emergency service calls require immediate attention. Some examples are: overflowing drains, broken water pipes, broken electrical components that may cause fire, or shock to persons, complete utility failure (electrical, gas, heat, water, or sewage), structural, utility, or mechanical problems that could cause loss of life or property, and any serious damage that affects health, safety, security or mission.

Urgent – will respond to and complete within three duty days. Urgent service calls do not require immediate attention but would soon inconvenience or affect the health or well being of an occupant or

threaten to damage property. A couple of examples are dripping faucets and plumbing leaks or stoppages.

Routine – will respond to and complete within five duty days. Routine service calls are for routine work such as repair of windows, floors, counters, cabinets, freeing up binding doors, etc.

Service Call Complaint Process: If you feel the contractor is not providing you service within these guidelines, an AF Form 714, Customer Complaint Form, is available at the housing office for complaints regarding service from the housing maintenance contractor. Service Contracts will review your complaint and take the appropriate action. There may be extenuating circumstances warranting exceptions to the timeline requirement so each complaint will be evaluated very thoroughly on a case-by-case basis by Service Contracts.



REFUSE COLLECTION. Vandenberg has many unique environmental requirements, such as solid waste and recycling management. These programs were developed to help Vandenberg meet California and Air Force solid waste reduction goals and prolong the life of our landfill. We must all work together to keep our housing areas litter free and to keep the 99,000 acre installation a pristine part of the Central Coast.

Trash collection and pickup is provided. Trash, recycling and green waste are picked up once per week unless otherwise authorized by 30 CES/CEOEC, Service Contracts. Each housing unit has one 90 gallon black container for trash, one 60 gallon green container for recycling and one 60 gallon gray container for green waste. All trash must be placed in the trash container for pick up. Please help us meet waste reduction goals by separating materials properly. See page 13 for a break out. If you have any questions, please contact Service Contracts, 606-1928. Pickup schedules are subject to revision. You will be advised of any changes. The current schedule is:



Green Waste, all housing (gray container)- Tuesday
Recycle, all housing (green container) - Wednesday
Refuse main base only (black container) - Thursday
Refuse East Housing (black container) – Friday



Bulk Pickup: Refuse such as old furniture, i.e. sofas, beds, tables, swing sets, other oversized items, or any other items that do not fit into the refuse container will be picked up every second and fourth Monday of each month. This does not include disposal of automobile parts, cement blocks, or hazardous waste. When pick up schedules fall on a holiday, the pickup will be accomplished the next business day. You were provided refuse containers and are expected to keep the containers clean. These containers are the only containers that will be serviced by the refuse contractor.



Please cut limbs from pruning of trees to six feet or less in length and bundled for pick up. This will facilitate speed and ease of removal.

As part of your final inspection, the refuse container should be emptied, cleaned and placed in the appropriate area. We ask that you do not place refuse containers at curbside earlier than 1800 hours on the day before the pick up.

Housing residents may use the Vandenberg landfill with PCS orders after obtaining permission from Service Contracts, 606-2808. The landfill is located southeast of 6th Street and New Mexico Avenue. Hours of operation are 0730 – 1630 weekdays. It is closed Saturdays, Sundays and holidays. All vehicles must weigh in at building 9505 to obtain dumping permission prior to entry into the landfill area.

Children should be cautioned not to play around, or in, or with, the garbage or trash containers throughout the housing areas, or around moving refuse vehicles. Refuse overflow is not only unsightly but also unsanitary.



REUSE PROGRAMS. Instead of throwing away unwanted household items that are still in reasonably good condition or that may be useful to others, simple bring them to the Vandenberg Thrift Shop, or the Airman's Attic, or to the Food Pantry.

Vandenberg Military Spouse Thrift Shop is located on New Mexico Avenue in bldg 11180, across from the Fire Station and the Arts and Crafts building. Hours of operation are Wednesdays and Fridays from 0930 to 1400 hours and the first Saturday of every month from 0900 to noon. The Thrift Shop is closed for school and federal holiday. Donations and consignments are accepted daily with a maximum of 26 items accepted per person per day. An annual fee of \$2.50 is required for all consignee owners. For more information, please call 606-3128.



The Food Pantry assists military personnel and their family members experiencing financial hardship by collecting and distributing donated food and other products. Nonperishable food and hygiene products can be donated to the Food Pantry by calling 606-2960 or by dropping items off at the Family Support Center, bldg 10525.



The Airman's Attic is located in the Family Support Center, bldg 10525. Items such as dressers, beds, kitchen tables, chairs, linens, and baby furniture are needed and can be donated at any time. Housing residents, who donate these items, can make arrangements to have them picked up by calling Family Services at 606-5484, or by dropping them off at building 10525.



PET CEMETERY: The Vandenberg Pet Cemetery is located at the base landfill. You may dispose of your deceased pets by taking them to the pet cemetery between 0730 – 1530 weekdays. Stop at building 9505 and the landfill operator will direct you to where the pet cemetery is located. Any questions may be directed to the Landfill Office, 734-2237 or Services Contract at 606-1928. Dead animals found on base that are not house pets, are the responsibility of the Base Civil Engineer to remove.

KEYS AND LOCK OUTS. The housing maintenance contractor will make duplicate keys. For a lock out, the contractor will respond to your request, with coordination from the Law Enforcement Desk for verification of residence. For the safety and welfare of residents, we consider a lock out an emergency situation. Therefore, the contractor will respond within one hour, seven days a week, 24 hours a day for a lock out. The number to call is 734-5586 and the Security Forces Control Center Desk phone number for verification of your residence is 606-3911.



GROUND CARE. Occupancy of family housing is a privilege. Along with that privilege comes the responsibility for maintaining your area of responsibility to Air Force standards. It is expected you make a concerted effort to keep your yard clean and to help keep common areas litter free. Housing areas are under continuous surveillance to ensure they conform to Air Force standards. If you are TDY or absent from your quarters for any period of time, the responsibility will fall on your spouse or a designated representative. It is your responsibility to make the arrangements to ensure the lawn is properly cared for. Absence does not negate responsibility. If you are part of the military community whose military member has deployed, we would like to offer our assistance. Please contact the Global Hearts Group at 606-1607. They will assist you with lawn care while the active duty member is deployed if the deployment is 31 days or longer. This is their way of thanking you for your support to team Vandenberg.



Common areas beyond 50 feet from your unit and major pruning (anything over 6 ft) are the government's responsibility. Seed and fertilizer, when available, are provided by the Housing Maintenance Contractor through the Self-Help Store, bldg 11462, located just off Utah Street. You will be responsible for the application of the fertilizer. Remember to follow the instructions on the label precisely or you may inadvertently kill the grass instead of nourishing it. The appearance of the front lawn area is very important. It is often the first impression of the base for newcomers and visitors. Self-help efforts to beautify grounds with flowers and shrubs should enhance the overall appearance of the yard and not clutter or overwhelm it. Please no raised beds, as this would allow moisture to penetrate the facility. We ask that you keep both your front and backyard free of debris, trash, grass clippings, leaves, and animal waste.



Mow as necessary to maintain a neat appearance and keep the grass from exceeding three inches in height. Edge grass next to sidewalks, driveways, and borders without excavating trenches. When edging use care to prevent the nylon cord from striking trees or shrubs. The impact of the nylon cord will soon girdle and kill the tree or shrub. Grass and weeds should be removed from plant beds as necessary. There is nothing more unattractive than a plant bed full of weeds and grass.



Prune shrubs and hedges of new growth. Chain/rope swings or pet leashes should not be attached to trees because of the possible damage to the trees as well as the safety hazards involved. Weekly grounds inspections are performed to ensure Vandenberg remains an aesthetically beautiful place to live and work. The grounds inspector will check occupant yards using the standards outlined in Section B. It is your responsibility to know and understand these standards.



The first discrepancy notice will be distributed to the occupant only. The second notice for the same discrepancy will go to the occupant's First Sergeant, who will counsel the member on yard responsibilities and have the member sign and date a counseling slip indicating the member understands his/her responsibilities. If an occupant receives a third notice for the same discrepancy, the First Sergeant will provide the Unit Commander a copy of the counseling slip from the second notice. A

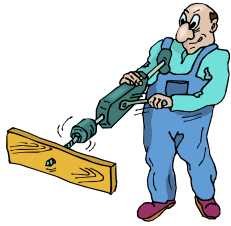
fourth consecutive notice for the same discrepancy, will be forwarded to the Group Commander, along with the history of write-ups, previous actions taken, and a recommendation that on-base living privileges be revoked. In cases where the occupant receives no further notices for a given month, all previous write-ups will be dropped, giving the occupant a clean slate. Tracking and monitoring will start all over again. Let's keep our neighborhoods beautiful. Let's all work together to keep Vandenberg a showcase.

APPLIANCES. Ranges, refrigerators and dishwashers are government furnished and serviced. These appliances are assigned by serial number to a specific housing unit. Appliances may not be removed from your quarters and may not be placed in storage sheds and will remain your responsibility while you are assigned to housing. If you have problems, do not attempt repairs or adjustments. Problems should be called in as a service call to Housing Maintenance at 734-5586. You may use your privately owned appliances. However, government appliances must remain in the quarters.



FILTERS. Heating unit filters and vent hood filters are government furnished. You are responsible for periodic change out of disposable filters and cleaning of permanent type filters. You should also vacuum the furnace fan and motor. The Housing Maintenance Contractor located in bldg 11462, furnishes furnace filters. If the furnace filter is dirty, the unit will not operate at maximum efficiency. You will be held responsible for any damage caused to the heating system due to a dirty filter. Please do not place anything near the unit that could prevent airflow. In the event of an unusual noise, vibration, odor, etc., immediately report the malfunction to Housing Maintenance at 734-5586. The kitchen exhaust, hood filter must be washed with soap and water regularly and reused. If vent hood filters cannot be reused, they may be obtained from the Housing

Maintenance Contractor at the Self-Help Store. Suggest you bring your old one with you to ensure you receive the correct size.



NAME SIGNS. We will begin issuing name signs for housing units. A contractor will install them with the current occupant's name and rank. The name signs will consist of your last name and rank only. Once the name plates are permanently affixed, it will be your responsibility to ensure the information remains correct. When you change rank, stop by the Housing Office to get the correct letters for the change in rank. Please contact the Housing Office at 606-3434 if you have any questions concerning the name signs.



SELF-HELP STORE. The Family Housing Self-Help Store is located in the Housing Maintenance Facility, building 11462, on Wagon Wheel Road off Utah Ave near the Civil Engineer Squadron complex. The store contains self-help materials including lawn and landscaping materials for all occupants of family housing. The store will have displays on how to repair simple items along with certified craftsmen, running the store that will be able to orally assist occupants on how to install showerheads, towel bars, replacement of toilet seats, center set aerators, replacement of screen clips and yard fertilization and other minor maintenance items, such as fluorescent bulbs in the new homes.



The store will provide shovels, rakes, hoses, handsaws, fertilizer spreaders, lawn sprinklers and lawn rollers. Some of the items issued include paint, paintbrushes, mechanical fasteners (nails, screws, etc.), hardware for simple repair of household components, various filters, commode seats, heat lamps, 8ft/4ft and 18 inch fluorescent bulbs, circline fluorescent bulbs used in new housing, grass seed, fertilizer and top soil. The Self-Help Store also issues the US flag. No repair parts for electrical or gas systems will be issued. For additional information on self help projects and a list of other available items at the Self-Help Store, see Section H page, 40 of this handbook. You are responsible for maintaining your home and yard in good repair and habitable condition and the Self-Help Store can help you with this task.

SECTION B

OCCUPANT RESPONSIBILITIES



MISCELLANEOUS INFORMATION: We want you to be happy in your new home. Remember occupancy of government quarters carries with it a responsibility for some self-reliance by doing 'handyman' type work. Specifically, those tasks which would be accomplished by a prudent homeowner. We ask that you treat the building and property as if you would if you were the homeowner. You are to use the premises solely as a single-family residence for you and your family. If you have pets on the premises, you must make arrangements to de-flea and de-tick your home as part of your clearance requirements. Any damage to the house or yard caused by your pets is your responsibility to repair. You are responsible for routine cleanliness, maintenance, grounds care and care of government-owned property, equipment and appliances. You are responsible for providing all supplies and equipment necessary to keep your assigned unit clean and orderly throughout your period of occupancy. You should keep the premises, including all plumbing fixtures and appliances, as clean as and as safe as condition permits and should attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. You are expected to change out light bulbs (except for high fixtures and/or ones on vaulted ceilings, etc.), change filters, replace sink stoppers, clean stove burners, basic insect control, plunge commodes, replace shower heads, reset circuit breakers, and secure faucet handles. Materials to accomplish these minor maintenance tasks may be obtained from the Housing

Maintenance Self-Help Store. See Section H page 40 for more information on the Self-Help Store. Any damages caused by you or your family or pets beyond fair wear and tear should be repaired at your expense prior to clearing housing.



LEAVE OR EXTENDED TDY. If you will be absent from your quarters, leaving it unoccupied for extended periods (over 5 days), you must make arrangements for security, lawn care, prudent care and periodic inspections of your quarters. You can fulfill this responsibility through written notification to the Housing Office of your intended absence. Please include the name of the person you designate to attend to your home and who will perform normal resident maintenance. Be sure that the person you are appointing is responsible and willing to take on the responsibility of keeping your lawn mowed, ensuring newspapers and/or flyers are removed from your step, door or mailbox, to make sure any emergency maintenance work is completed and/or to take care of your pets. Also, notify security forces for patrol purposes. A sample document is available at the Housing Office. If you are being deployed, you should ensure your spouse is familiar with this handbook, location of circuit breakers, garbage collection information, lawn maintenance, self-help requirements, and a point of contact for your squadron or unit.



LIABILITY FOR DAMAGE TO FAMILY HOUSING UNIT, EQUIPMENT AND FURNISHINGS. Under Federal Law (10 U.S.C. 2775) as amended by the FY85 MILCON Authorization Act, members of the Armed Forces occupying family housing will be held liable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member, the member's dependents and/or member's guests. While the amount of liability is limited to one month's basic pay, in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220, Report of Survey for Air Force Property, provides guidance on how to determine responsibility and pecuniary liability. It explains if and when claims can be waived or limited, (i.e., in the case where the member's family causes damage or guests) and the member had no opportunity to prevent the damage. It also explains how to submit requests for remission of debts in the case of enlisted members.



INSURANCE. While occupying government military family housing, you may want to consider buying commercial insurance to protect yourself in case of a major loss. Such insurance would be similar to a renter's policy and should specify clearly that it includes personal liability coverage for loss or damage involving government quarters, furnishings, and equipment. A common policy of this type would cover your personal property as well as personal liability for government property, but you may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. Remember the government is not liable for personal property damage due to acts of God such as lightning and storm damage. Evaluate different policies and compare amounts and types of coverage, which will be provided. Ask an agent the best way to inventory your household contents and reevaluate your coverage yearly and include major purchases. Some insurance companies offer discounts for nonsmokers, fire extinguishers and smoke detectors located on the premises.



The replacement value based on maximum net square footage and grade authorized by public law is provided below. The Base Claims Office can answer specific questions. In determining replacement cost, use the lower amount determined by either the replacement value or by using the calculation procedure below.

Calculation of Replacement Cost. Multiply \$37/sq ft (SF) times the gross floor area shown on the real property record (7115 report) or the amounts shown in this table.

<u>GRADE</u>	<u>NUMBER OF BEDROOMS</u>	<u>REPLACEMENT COST</u>
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E-1 to E-6	2	\$42,000
	3	53,000
	4	59,000
	5	68,000
E-7 to E-9 and 01 to 03	2	42,000
	3	59,000
	4	64,000
	5	68,000
0-4 to 0-5	3	62,000
	4	68,000
0-6	4	75,000
0-7 – 0-10	4	92,000
07-0-10 Command Quarters	4	102,000



Example: An E-6 occupies a unit designated on real property records as a company grade, three bedroom (distributed for assignment purposes to a junior noncommissioned officer), which has 1,537 sq. ft (gross). $\$37/\text{SF} \times 1,537 = \$56,869$ or \$53,000 from the chart. In this example the member's liability is limited to \$53,000, in which case the member may wish to obtain insurance for \$53,000. In no case will a member's liability for damages by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement/construction.



DAMAGE TO QUARTERS. Please remember you are responsible for ensuring that your quarters, grounds, and equipment are not subject to abuse or neglect, and that the premises are not used for commercial, illegal or immoral purposes. Damages to government property and or equipment caused by carelessness, neglect, abuse, or that is considered to be beyond reasonable fair wear and tear are your responsibility. Damaged items need to be reported to the Housing Office. The Housing Inspector will make a determination as to normal fair wear and tear as opposed to negligence or abuse.



FAIR WEAR AND TEAR: Fair wear and tear to some degree is a judgment call by the Housing Inspector who has in-depth knowledge of industry standards to support the call. Fair wear and tear is defined as the normal occurrence of expected wear to a component, system or any part of an assigned housing unit as a result of wear from normal use. It is not determined by family size or ages of dependents. Any item that has to be repaired or replaced before it's full life expectancy has been reached due to neglect or failure to correct the cause of damage or improper maintenance is considered beyond fair wear and tear. An example would be scratches, gouges and/or holes in a wall due to furniture being placed directly against it or some other object i.e. a tool or hammer or toy coming in contact with the wall causing the damage. Repairs and/or replacements must meet Air Force standards. The Housing Inspector will explain your options to repair/replace-damaged items and the method of payment. You are also responsible for damages to your yard and assigned quarters caused by pets, children, play equipment and waterbeds. Below is a representative list of the most commonly damaged or destroyed items. This list is not all-inclusive, but it is

intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor and are only estimates.

ITEM	ESTIMATED COST
Replace patio glass door (clear)	\$71.55
Replace patio glass door (tinted)	395.00
Paint interior (price per square foot of area to be painted)	.19 per SF
Replace window pane (per square foot)	2.10 per SF

Replace windowpane dual pane in newer homes (per square foot)	9.50 per SF
Replace patio door screen	24.00
Replace parquet tile (9x9)	4.65
Refinish kitchen cabinet (per square foot)	1.00
Replace commode tank cover	19.50
Replace commode tank	45.00
Replace commode	80.00
Replace medicine cabinet mirror	25.00
Replace vinyl floor tile (12X12)	2.30
Replace crisper glass shelf	20.00
Replace crisper plastic shelf (2)	20.00
Re-keying entry doors	15.35



WATER DAMAGE IN YOUR HOME. If an emergency consists of a broken water pipe and the result is flooding on the interior of your home, you are expected to take reasonable action to protect your personal property as well as the government's real property. You should exercise the same care and response as you would in your own home. You should be familiar with the location of all water shut off valves and call in the service call immediately. Any alleged loss or damage may be addressed through the Judge Advocate's Office.



SEWER BACK-UP. The plumbing and sewer systems in the housing areas are over 42 years old. These sewer lines run into one main line and the pipes have deteriorated to the point where back-ups are not uncommon due to the effects of hard water and corrosion. The build-up of mineral deposits in the pipes causes a severe flow constriction and pipe leakage especially around the elbows. The sewer lines can leak in and under the floor slab. In the older homes, overhead plumbing pipes in the attics sometimes leak, causing ceiling and property damage. Often breakages are the result of toys and other foreign objects flushed down toilets. Parental attention is the best way to avoid such disasters. If a sewer backup does occur, immediately call Housing Maintenance, 734-5586. While awaiting maintenance to arrive, remove any personal items that could be damaged. Do not allow children or pets in the area until after the cleanup has occurred to prevent contaminating other areas of your home.



ENVIRONMENTAL CONCERNS. Every precaution should be taken to protect the environment. Some of the main concerns are pouring engine oils, engine coolants, and other similar products, which cause pollution, into the plumbing and drainage system or on the ground. Leaves and refuse should not be burned in housing areas but bundled up for refuse collection or placed in dumpsters. Also, be aware of the dangers when storing cleaning solvents, fuels and chemicals. Information on disposal and storage of hazardous wastes or environmental concerns can be obtained from the CE Environmental Flight at 606-1921.

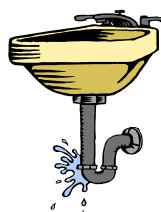
ABSESTOS. Asbestos is a thin, fibrous mineral useful for its ability to withstand fire and insulate against heat. It can be found in some of our older homes in many forms, including boiler insulation and floor tiles. Inhalation of asbestos fibers can lead to asbestosis (a disease) and lung cancer. You are advised to use caution when performing home repairs that could possibly disturb asbestos-containing materials, for more information, contact CE Environmental Flight at 606-1921.

ENERGY CONSERVATION. We need your assistance in conserving energy. Fewer dollars for family housing and rising utility costs require all of us to use common sense and do everything possible to conserve utilities. Supplies of electricity and water are limited and demand for them is high. Turn off lights when not needed. Promptly report all malfunctions of utility systems, i.e. faulty electrical switches, broken windows and leaking faucets.



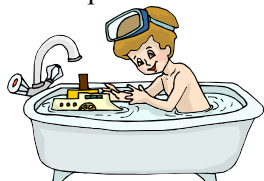
WATER. Normal and reasonable use of water is not restricted except for outside watering. A lawn-watering schedule is in place. Odd numbered houses water only on odd numbered days and even numbered houses water only on even numbered days. Lawn watering should only take place between 0600 -1000 and 1600 - 2000 hours to prevent rapid water evaporation in the hot afternoon sun.

Since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. Be aware that puddles and water run off mean the soil is saturated and you are over watering. Sprinklers should only water lawns not buildings, sidewalks or streets. Automatic watering systems save time and money. The lawn should be watered sufficiently to keep the top three inches of soil moist, the root zone. Additional watering will run off your yard, seep below the root line and/or puddle in your yard and cause flooding. We recommend 5 – 10 minutes of watering three times per week depending upon the weather conditions and the type of sprinkler system you use. You should check the moisture level of the soil by pushing a screwdriver into the soil. If the soil is a dark color, that would indicate sufficient water. The use of mulch around your young trees and plants for moisture retention will also reduce the amount of water required. In periods of drought, the local water authority may restrict water use even more stringently. The restrictions will be broadcast through local and base media and apply to all housing residents. Be considerate of the neighborhood children, when you set your irrigation system in the morning. We do not want children to have to walk in the street to avoid getting wet on their way to or from school. The safety and welfare of children should be everyone's concern.



Leaks. Report water leaks immediately to Housing Maintenance for repair at 734- 5586.

Dripping faucets and leaking commodes can account for over 83,000 gallons of water waste each day. This tremendous amount of water loss can be easily prevented. Check your commode periodically for leaks by placing a few drops of food coloring in the tank. After a few minutes, appearance of the color in the bowl indicates there is a leak due to a faulty flapper. Gurgling noises that come from your commode could mean that the flapper requires adjustment. Avoid using your commode as a trash receptacle or ashtray. Eliminate wasteful usage of water by taking showers instead of baths. If you and your family members could reduce the time spent in the shower it would also save water. A minute of showering uses close to 10 gallons of



water. When filling the bathtub, remember a half full tub can be just as enjoyable as a tub filled to the brim and it will save water. Both dishwashers and laundry machines run more efficiently if loaded to capacity. When washing dishes by hand, please fill the second side of the sink with water for rinsing dishes. This will use considerably less water than a steady stream from the faucet. When

washing your vehicle, use soap and water from a bucket and use the hose just for a quick final rinse. Please clean your driveway and sidewalk with a broom - rinsing the sidewalk or driveway with a water hose is prohibited and very wasteful.

HEATING. The recommended comfort heat settings are 65°F in the day and 55 °F at night. The hot water heater should not exceed 120°F. Furnace filters should be kept clean and changed every two months. Conservation efforts on everyone's part will result in large monetary and heating fuel savings without jeopardizing the health of any individual. When you leave your quarters for the day, try to lower the thermostat and ensure all your windows are closed. This will help immensely.

ELECTRICITY. The base's largest utility bill is for electricity. You can help conserve electricity by thoughtful use of electrical appliances and lights during peak demand periods from 1200 to 1800 hours daily. When you are using your washing machine or dryer, please have a full load. Do not leave outside lights on during daylight hours. If you are not at home, do not leave on lights, radios, televisions, etc. Use of these measures will result in a large monetary savings for the Air Force without compromising your convenience or your health.



HOUSEHOLD HAZARDOUS MATERIAL AND WASTE. Household hazardous materials (HHM) are the unused leftover portions of household products that contain hazardous chemicals. These products are corrosive, explosive, reactive

or flammable. Every year thousands of pounds of reusable HHMs are improperly discarded into landfills. HHMs should never be poured on the ground, down the drain, or discarded in the trash. Offenders may be fined up to \$10,000. All

unwanted unused reusable HHMs should be given to neighbors who can use them or turned into the housing maintenance Self Help Store. They will make these reusable products available to other housing residents at no cost. It is a great way to properly dispose of your HHMs and save money at the same time. They now accept reusable household products including: adhesives, usable anti-freeze, and motor oil, garden supplies, herbicides, insecticides, pesticides, household cleaners and detergents, paints, paint products such as thinners, solvents and strippers, personal care products such as nail polish/remover, shampoo, wood preservatives. All acceptable items must be in their original, labeled containers with caps/lids securely in place, free of dents, rust, and/or leaks. They will not accept such items as used motor oil and/or oil filters, used batteries (can take to exchange or commissary), used antifreeze, used brake fluid, propane tanks, medical items, food items, mixed chemicals, any unmarked, unidentifiable items. They are opened Mon – Fri 0730 to 1630 hours.



Non-re-usable hazardous wastes and other household hazardous products such as batteries, propane tanks spent fuels, mixed non-reusable household products, etc. that are considered hazardous waste cannot be turned into the center. Do not dispose of them by pouring on the ground, down the drain or discard in the trash. They must be brought to the Hazardous Waste Consolidated Accumulation Point (CAP) facility, bldg 6830 for proper disposal. This facility is open Mon – Fri 0730 – 1530, by appointment

at 606-8438 and alternate numbers are 606-6067, 734-0726, or 734-5585. HHMs pose many health and environmental hazards. The Auto Hobby Shop accepts used automotive products including used anti-freeze, used brake fluids, used motor oil, and used oil filters.



Electronic waste (E-Waste) covers a broad category from unwanted or broken televisions, computer monitors, central processing units, cordless phones, videocassette recorders, cell phones, copiers, printers, stereos, speakers, microwaves to other electronic devices. These items contain hazardous materials such as lead and mercury and disposing of them in the trash or municipal solid waste landfills is prohibited. Particularly televisions and computer monitors because they contain cathode ray tubes

with a significant amount of toxic materials including lead, barium, mercury, and cadmium, which can pose public health risks. Bring it to the CAP building 6830 for recycling. Call 606-8438 if you have any questions about the e-waste program or to make an appointment.



HAZARDOUS WASTE SPILLS. Reporting spills is important from a legal standpoint in that it lessens the potential for possible legal actions against the person who is responsible for the spill. If you witness a spill (i.e. someone dumping engine fluids in a dumpster or flushing them down the curb also constitutes as a spill), please call the fire department right away at 606-4680. Even very small spills can pose health or safety threats and should be reported for everyone's protection.

HOUSEHOLD HAZARDOUS PRODUCT SUBSTITUTION. One way to avoid these hazards is through product substitution. A less toxic product can be just as effective while reducing the toxic exposure to family members, and often at a lower cost. Here are a few suggestions that will help save the environment.



Multi-purpose cleaner: Mix ½ cup ammonia, ½ cup vinegar, ¼ cup baking soda in 1 gallon of warm water.

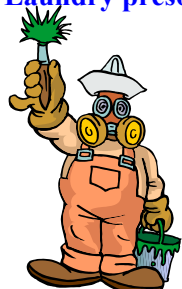
Bathtub cleaner: Soak rag in white vinegar and water and clean tub. Sprinkle with baking soda, scrub down and rinse thoroughly.

Carpet cleaner: Blot up spills immediately. Clean residue with club soda. Sprinkle cornstarch on carpet and vacuum. See page 16 for further information on spot cleaning of carpets.

Drain opener: Use a plunger or mechanical snake. Pour ½ cup washing soda (a hydrated sodium carbonate used as a general cleaner) into drain and then pour 2 cups boiling water into drain. Flush drain weekly with boiling water.

Furniture polish: Mix 2 parts vegetable oil and 1 part lemon juice. Apply, rub in and wipe clean.

Laundry presoak: Mix 2 parts washing soda and water. Apply to dirty spots.



LEAD BASED PAINT. Lead based paint is a common fixture in older homes. Lead based paint in good condition is not a hazard. Peeling, chipping or cracking lead based paint is a hazard and needs immediate attention. Call in a service call to have it repaired properly. Lead dust can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled dust can re-enter the air when people vacuum, sweep, or walk through it. People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead. If they put their hands or other objects covered with lead dust in their mouths, lead will get in their system. Ingestion of lead-based paint chips may cause adverse health effects, especially in young children and pregnant



women. Children's growing bodies absorb more lead than an adult's. Even children that appear healthy can have high levels of lead in their bodies. Children with high levels of lead in their bodies can suffer from brain damage, learning disabilities, or slowed mental development. Removing lead based paint improperly can increase the danger to your family. A survey was accomplished to determine if there was a hazard concerning lead-based paint in our housing facilities. In our older homes, we found lead based paint on exterior trim, windows and doors. This survey determined that while some lead-based paint was found, it was not deteriorated and did not pose a health hazard to the occupants. To preclude any unnecessary risk and prevent deterioration of the paint surfaces, do not allow children to chew on windowsills doors and doorframes, stairs, railings or banisters. Cleaning floors, window frames, windowsills and other surfaces weekly with a sponge and warm water can help reduce lead hazards in the home. Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas. Wash children's hands often, especially before they eat and before nap time and bedtime. Keep play areas clean. Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead. When a contractor works on lead based paint they are not allowed to use belt sanders, propane torches, heat guns, dry scrappers, or dry sandpaper to remove the lead based paint. These actions could create large amounts of lead dust and fumes. For more information, feel free to contact CE Environmental Flight at 606-1921.



RECYCLING. With the growing concern about our environment, we urge you to recycle as much refuse and other materials as possible. It is the goal of the Air Force to reduce municipal solid waste (garbage) by up to 50%. We need your help; you are urged to participate in our base-recycling program. The items listed below are considered recyclable and should be placed in the green containers, except for used automobile products.



Paper: Newspaper, white bond paper, colored paper, computer paper, magazines, catalogs, junk mail, phone books, paper books, paper bags, cereal boxes, corrugated cardboard, (non-waxed coated, flattened).



Glass: Bottles and jars (remove food residues).

Metal: Aluminum cans, aluminum foil, aluminum trays, tins, steel cans, bi-metal cans, metal jar lids (remove all food residues).

Plastic: Rigid containers coded with #1 or #2 (remove metal caps).



Used automotive products: The Auto Hobby Shop recycles used automobile products including anti-freeze, brake fluid, motor oil and oil filters. The Auto Hobby Shop is open Tues – Thurs 1300 – 2000 hours and on Fri and Sat 1000 – 1600 hours. If you have questions, please call them at 606-6014.

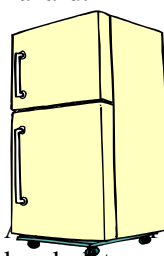
Service Contracts representatives will write up residents for improper recycling and the contractors will not pick up the recycle cans if they contain improper items.



CARE OF INTERIOR. The care and cleaning of your home's appliances and fixtures are strictly your responsibility. You are expected to call in service calls as required and provide access to the workman. Take a prudent homeowner's approach when you clean your quarters. Do not use abrasive cleaners on appliances, bathtubs, and floors. Use some of our suggested cleaning solutions listed on page 13 under the Household Hazardous Product Substitution to protect our environment. Walls and ceilings should be cleaned at periodic intervals to prevent surface grease buildup. Use mild soap and warm water. Discourage children from writing and drawing on walls. Pencil and crayon marks are very difficult to remove. If your child does draw/write on the walls, a stain blocker such as Kiltz will cover the marks and prevent them from bleeding through a new coat of paint. Hang pictures and mirrors, lamps, etc. using anchors made for use in gypsum and do not remove the anchors when vacating your quarters.

Kitchen. Special attention is needed to maintain the appliances, cabinets and walls in the kitchen.

Stoves. Proper use and care of ranges and ovens will not only save on utilities and repairs, but will give you better results in cooking and baking, and may avert injury and possible fire. Never leave your quarters when your oven or range top is on. Wash drip pans frequently and wipe spilt food from burners as soon as they have cooled. Ovens and broiler units should be cleaned regularly to prevent grease build up, which is a fire hazard. Do not use oven cleaner on the chrome or aluminum, burner controls, gas lines, valves, or tubes and bulbs. Oven cleaner will erode the metals and cause serious damage. The gas shut off is behind the range. In our newer homes, we have installed continuous clean ovens so do not use oven cleaner in them. Use a sponge and warm water and soap solution to clean the hood and filter each month. Use a damp cloth to clean the fan. Be sure you disconnect power to fan before cleaning it. Replacement filters are available through the maintenance contractor. Excessive grease build up is a fire hazard.



Refrigerators. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed and dried. The exterior and door gaskets should be cleaned frequently to remove oil, grease and mildew, which can cause the rubber gasket to become brittle and crack. Empty the drip pan at the bottom of the refrigerator periodically. This cleaning prolongs the life of the appliance and the food kept inside. Use sharp instruments to remove ice when defrosting your refrigerator, and do not use gritty or harsh detergents when cleaning.

Garbage Disposal. Always keep cold water running in the sink before running the disposal and run for at least 20 seconds after all food has gone through. Only food that is soft and has been cooked can be disposed of properly in the garbage disposal. Avoid putting leafy vegetables or fibrous material such as onions, potato and celery peelings, in garbage disposals as this jams the cutting mechanism. Do not put grease in the garbage disposal, as it will solidify in the pipes and cause stoppages. Do not put cigarettes, bones or paper in the unit or it will jam. Running a tray of ice cubes through the unit removes grease build up and sharpens the rotating blades. If the unit stops while operating, wait about three minutes and push the restart button near the bottom or side of the disposal. If the disposal still does not run, try using the handle of a wooden plunger to rotate the disposal-cutting disk counter clockwise for about ½ turn. Check circuit breakers, (located in utility room) and make sure they are properly set. Remove any

objects from the unit, run cold water and turn on the on switch. If unit still fails to work, then report it to the Service Call desk.

Dishwasher. The exterior of the dishwasher can be washed with a mild nonabrasive detergent and water, rinsed and dried. The interior is self-cleaning with normal use. If deposits build up, pour two cups of vinegar into empty dishwasher (do not use detergent) and operate the machine on any full wash cycle. If you do this at regular intervals, your dishwasher should stay smelling and looking clean and remain free of build-ups.



Cabinets and Countertops. Avoid placing hot utensils on counter tops and do not cut or pound directly on countertops as this can cause permanent damage and you will be charged accordingly. Use only regular shelf paper in drawers and cupboards, as the use of adhesive backed paper will damage surfaces when removed. Frequently use degreasing cleaners on the cabinets to remove fingerprints and grease. Ceramic tile surfaces should be cleaned with water and mild detergent or a weak white vinegar and water solution.

Do not wax. Other counter tops can be safely cleaned with soap and water. Do not use any product containing bleach to clean these. Cabinets and doors use a damp cloth and mild soap solution. Abrasive products damage surfaces and cleaning products with ammonia may lift the varnish. We suggest you lubricate hinges with wax or bar soap for ease of opening and closing.



Bathrooms. Walls in the tub/shower will mildew and should be cleaned regularly with a product to combat mildew and remove soap scum build up. The commissary usually stocks products to inhibit and remove mildew. Use a nonabrasive cleaner or use white vinegar and water and baking soda to clean tubs. Abrasive cleaners can damage surfaces. When you notice a loose tile, report it immediately to the maintenance contractor to prevent further damage.

MOLD AND MILDEW PREVENTION. Due to our location mold and mildew can be a problem. However, ventilating your quarters can prevent this problem. Suggest turning on the bathroom exhaust fan during and after a shower or opening a window in the bathroom after a shower. If no window in the



bathroom, do not close the bathroom door following the shower or bath and open windows in other rooms to create a cross draft for about 10 minutes. If mold and mildew manage to develop anyway, open windows in the affected area to facilitate drying, and then scrub the mold spots with a solution of one-cup chlorine bleach and one gallon of warm water, rinse and then wipe dry. In the case of mold on painted surfaces, allow this solution to soak in. Then scrub lightly, rinse and wipe dry. If mold is left

unattended and continues to grow, it could pose possible health and allergy problems in young children. If your carpet gets wet, please dry it quickly and thoroughly to prevent the growth of mold under the carpet. You can use a fan directed at the wet area of the carpet.

Walls. Use mild soap and warm water to keep your walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls as these cause damage upon removal. Use only nail or building type hangers to hang decorations on the wall. Make sure there are doorstops for all doors to prevent damage to the walls.



Floors. Excessive water can cause damage to any floor. Damp mop wood floors. In case of water or liquid spills on wood floor, clean up immediately and turn heat on to minimize any damage. Do not wax wood floors. In two story buildings, please do not wax stairs. This would create a slipping hazard and someone could get hurt. Vinyl floors should be damp mopped and buffed often with water emulsion wax – not paste wax and not wax with acrylic components or petroleum based products. Only

quality wax removers should be used to prevent wax buildup. Special attention should be given to corners and baseboards for dirt buildup.



Carpets. Many units have government-installed carpet. The best way to reduce dirt accumulation and prolong the life of your carpet is to vacuum. Dirt and dust are hard miniscule particles. When left in carpets, the gritty, particles abrade the pile like sandpaper would. How frequent you should vacuum depends on the amount of traffic and soiling to which your carpet is exposed. A vacuum cleaner or attachment with a rotating brush or beater bar to agitate

the pile is more effective than one that relies on suction only. The most used areas of your carpet such as entrances, doorways, traffic lanes, around your favorite chair, etc. will collect dirt faster than the remainder of the house. Cleaning these areas when they just begin to show soiling stops the dirt from spreading to the rest of the house and can extend the time between carpet shampooing. We suggest weekly vacuuming and shampooing once every three or four months. Never use bleach on carpets. Bleach will remove the color from the carpet and not the stain, and you will be held liable for the damage to the carpet.

CARPET CLEANERS AT SELF-HELP STORE: Carpet cleaners are available from the Self-Help Store. Read the instructions before use. Do not saturate carpet with water during cleaning or you will ruin the carpet. It will stretch and wrinkle and look terrible and you will be held accountable for the damage to the carpet. Return the carpet-cleaning machine to Self Help empty of all cleaning solutions. The Self-Help Store has stain guard for issue to housing residents for government carpet. However, the presence of stain resistant properties in your carpet will not prevent household chemicals from discoloring it. So you will still need to be careful and take quick action to clean up spills. It is your responsibility to remove stains and odors without damaging the carpet. We cannot guarantee the effectiveness of any stain removal method on your carpet but the following methods were tested and found to be very effective. We ask that you try an inconspicuous area of your carpet to make sure no damage will occur.



CARPET CLEANING SUGGSTIONS: If a spill occurs, immediately blot liquid up with a sponge or dry paper towels, followed by repetitive cold-water sprays and blotting with paper towels or sponge. Most common household stains can be removed if action is taken immediately.

For pet accidents or liquid spills, blot up all traces of liquid prior to cleaning the area with a carpet spot cleaner. If you do not blot up liquid, prior to cleaning, you will simply spread liquid around instead of cleaning the carpet.

There are many products on the market that claim to remove stains. Before you use them, read the label. Some carpet spot cleaning products are designed to remove products containing food dyes such as Kool-Aid. The chemical composition reliquidifies the food dye allowing it to be worked with. But there is a special application procedure you must follow for the product to be effective. These products can be found over the Internet. If you cannot remove a stain yourself, you may call any a local carpet cleaning company. They have been very successful in removing kool-aid and juice stains from carpet. The following techniques will be very effective in most instances, but they are not guaranteed.



STAIN:

Kool-Aid, berries, blood, ketchup, coffee, lemonade, Mercurochrome, liqueurs, mustard (allowed to dry), blue or black dye, fruit juice, juice drinks, furniture polish, felt tip marker, pet food, shoe polish, soft drinks, tea, urine, vomit, wine.

SUGGESTED CLEANING PROCEDURE:

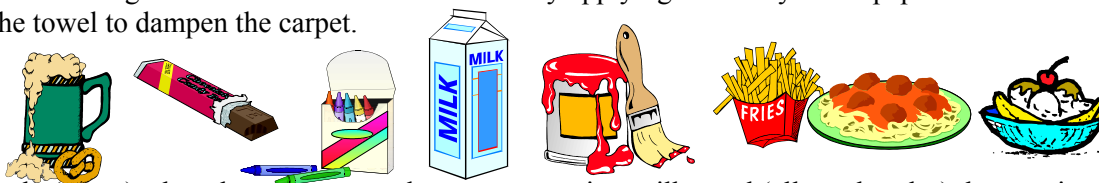
- Immediately blot up excess liquid by pressing straight down with a clean white paper towel or slightly damp clean sponge – never rub – rubbing alters the carpet texture.
- Mix a cleaning solution of ½ teaspoon clear dishwashing detergent with 1 cup warm – not hot - water.
- Apply detergent solution to a clean white (not printed) paper towel and use this paper towel to dampen carpet. Never wet carpet through to the backing.
- Blot by pressing straight down with a clean white paper towel – never rub.
- If stain is removed, apply water to a clean white paper towel and dampen the carpet.
- Blot with clean white paper towel.
- Fold together white paper towels into a ½" thick pad.
- Place the ½" thick pad of paper towels on the cleaned spot with a weight - left overnight this is the best way to pick up the last traces of the foreign material.

*****If stain is not removed continue as follows:

- Mix ½ cup hydrogen peroxide (3% solution available in drug stores) with 1 teaspoon undiluted, unscented, clear, (not sudsy) household ammonia. Use within 2 hours.
- Apply hydrogen peroxide solution to a clean white paper towel and then use it to dampen the carpet - do not wet the carpet through to the backing.
- Let stand 2 to 3 hours under a weighted sheet of plastic wrap.
- Repeat application of hydrogen peroxide solution and dry under weighted plastic wrap until removal is complete.
- Apply water to a clean white paper towel and use this wet towel to dampen the carpet.
- Finish with weighted pad of paper towels.
- Apply white vinegar solution after stain is removed by applying it to a dry white paper towel and using the towel to dampen the carpet.

STAIN:

Beer, candy (sugar), chocolate, crayon, makeup, mayonnaise, milk, mud (allowed to dry), latex paint, dirt, clay, excrement, grease, food, white glue, ice cream, unknown.

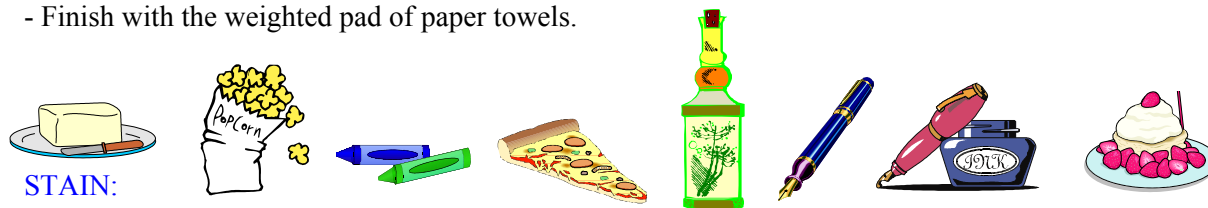


SUGGESTED CLEANING PROCEDURE:

- Gently scrape with a blunt edge of a spoon from the outside edge of the spill toward the center.
- Mix ½ teaspoon clear dishwashing detergent with 1 cup warm – not hot - water.
- Apply detergent solution to a clean white (not printed) paper towel and use to dampen carpet. Never wet a carpet through to the backing.
- Blot up excess liquid by pressing straight down with a clean white paper towel - never rub - rubbing alters the carpet texture.
- Apply water to a clean white (not printed) paper towel and use to dampen carpet- then blot with a clean white paper towel.
- Fold together white paper towels into a ½" thick pad.
- Finish with the weighted pad of paper towels.

STAIN:

Butter, cooking oil, crayon, lipstick, food, auto grease, hobby glue, ball point pen, India ink, oil based paint, shoe polish, tar, unknown.



SUGGESTED CLEANING PROCEDURE:

- Apply a dry clean fluid (non-oily, non-caustic type sold for spot removal from garments – may be

flammable) to a clean white (not printed) paper towel and use to dampen carpet.

- Never wet a carpet through to the backing.
- Blot up excess liquid by pressing straight down with a clean white paper towel - never rub – rubbing alters the carpet texture.
- Repeat dry cleaning fluid application.
- Blot with a clean white paper towel.
- Continue until stain removed.
- Fold together white paper towels into a ½" thick pad.
- Finish with weighted pad of paper towels.



STAIN: Chewing gum.

SUGGESTED CLEANING PROCEDURE:

- Gently scrape away excess material with the blunt edge of a spoon from the outside edge of the spill to the center or
- Freeze with ice cubes then shatter with blunt object such as the back of the spoon you just used.
- Vacuum chips away before they melt.



STAIN: Candle wax.

SUGGESTED CLEANING PROCEDURE:

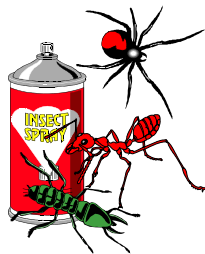
- Gently scrape away excess material with a blunt edge of a spoon from the outside edge of the spill to the center.
- Cover with white cotton towel or brown paper.
- Apply warm (not hot) iron until the material is absorbed being sure towel is large enough to cover the stained area. Take care never to touch the iron to the carpet as the fiber may melt.
- Change the towel or rotate to a clean area and repeat until all material is absorbed.



*Kool-Aid is one of the hardest stains to remove. It contains brightly colored food dyes (red, orange or green), which are very obvious to the naked eye.

One manufacturer of baby wipes claims that if you wipe up a spill from your carpet (including Kool-Aid) right after the spill happens with a baby wipe, it will not stain your carpet.

You are permitted to install your own carpeting at your own expense. Only carpet tape may be used to install privately owned carpet. Privately owned carpets must be removed at time of termination unless accepted by the new tenant. If you are transferring ownership of your carpet to the next occupant, ensure you roll it before your final inspection, place it in the garage or storage area and have a letter from the new occupant accepting ownership. This is true of any items left for the next tenant. Items cannot be left in the unit because they will interfere with maintenance tasks. We have a sample letter of transfer at the Housing Office for you to use. This must be completed and provided to the housing maintenance contractor or the item will not be there for the next occupant.



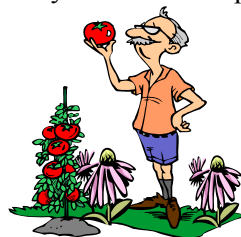
INSECT CONTROL. It has been determined that flagrant use of pesticides causes insects to develop immunity to products and leaves toxic residues that can make youngsters sick if ingested. We are very careful about the type of chemicals we use to control pests. Each unit is checked during maintenance to determine if there is an insect problem. When an infestation is suspected, the unit is treated prior to a resident moving in. Pest control of cockroaches, ants (except for carpenter ants), centipedes, crickets,

earwigs, firebrats, silverfish, sow bugs, pill bugs, mice, and miscellaneous flying or crawling insects that do not destroy Air Force property are your responsibility. All of these pests can be prevented or controlled through integrated pest management practices such as good housekeeping, proper food storage, pest exclusion and minimal use of commercially available general use pesticides or self help insecticides. We need you to do your part and practice good sanitation. Keeping food like spices, flour, meal, cake mix, and dried fruit, etc. in covered containers will avoid pest buildup.



CARE OF EXTERIOR: You are expected to maintain a neat, well-manicured lawn at all times. Your assigned area is midway between adjoining units or to the street (up to 50 feet normally). Housing areas are inspected periodically. Yard inspections are designed to ensure everyone complies with the following standards. Discrepancy notices will be issued to residents not meeting appearance standards. Three concurrent

notices for the same discrepancy could result in a directed move off base or other disciplinary action. We request your assistance in keeping our housing areas looking their best. Keep your area tidy at all times - do not store items under shrubs. Lawn mowers and barbecue grills must be neatly stored in the backyard. While the Air Force is responsible for maintaining the common areas, you are responsible for ensuring your area of responsibility is maintained neat and clean. Your area must be free of debris,



trash, grass clippings, leaves, and animal waste. Driveways and walkways should be kept free of grass clippings and leaves. You must arrange for care of your lawn when on leave or TDY; absence does not negate responsibility for yard maintenance. If you will be deployed for 31 days or more, contact the Global Hearts Group at 606-1607. They will mow your yard while you are deployed. You should fertilize all lawn areas, flowers, trees, bushes and plants four times a year (Jun, Sep, Dec, Mar). For lawns use fertilizer provided by the Self Help Store. You should water as often as necessary to

promote proper growth, health and color and appearance of all plants, trees, lawn and shrubs, etc. Please monitor water equipment to prevent over watering and waste.

Sprinkler systems. Repair of all underground sprinkler systems is your responsibility. When valves require replacement, Civil Engineering will remove the valve and cap of the system because it does not meet California uniformed plumbing code.

INSPECTION STANDARD FOR FAMILY HOUSING GROUNDS

Mowing



Mowing should be accomplished as necessary to maintain a neat appearance of the lawn. Grass should not exceed 3" in height and should be evenly cut. Caution should be taken to prevent scalping, uneven mowing and rutting.

Gardens



If you mow your grass too short, it will require extra watering and maintenance.

Creative landscaping is encouraged. Please use the existing flowerbeds around your house and refrain from planting seeds or beans that are poisonous or which can be hazardous to children. Keep your flowerbeds neat and free of weeds, grass, yard waste and debris. You do not have to remove live flowers, shrubs or trees you have planted to beautify your assigned unit. All requests for garden plots will be on SW Form 35 or AF Form 332 and submitted to the Housing Office. The garden must not extend beyond the sides of your housing unit, into a neighbor's yard or into a common area. Limit size to no more than 25% of your backyard. All vegetable garden plots must be returned to original condition with mature grass in place or a sod before clearing your quarters. Borders must be approved.

Pruning



Prune shrubs and hedges of new growth and as often as necessary for proper health and to prevent interference with pedestrian traffic. All hedges, shrubs and other cultivated plants should be shaped evenly, squared or rounded, to promote a neat appearance. Pruning is to be done in a manner so as to prevent growth in front of windows and over entrances, infringing upon sidewalks and other walk ways. Keep

shrubs trimmed four inches from walls and 12 inches from eaves. In new housing keep shrubs windowsill height.

Edging



Edge grass next to sidewalks, driveways, roadways, borders, buildings and plant beds to maintain a neat appearance. Grass must not hang over or grow onto driveways or other paved areas. Accomplish by edging against the walk and not by excavating soil adjacent to these areas. Do not dig trenches when you edge. Edging includes the removal of vegetation in walk and curb joints and street gutters. Trim grass from around foundation of house, doorsteps, and around foundation, and parking areas as necessary. Ensure your equipment does not damage trees or shrubs, property or sprinkler system components and other objects. Any damages caused by you shall be repaired/replaced at no cost to the government. You are responsible for the removal of all yard waste.

Landscaping



Water and care for trees and shrubs on your grounds. Young trees, shrubs and bushes need water two or three times per month at a minimum to ensure proper root growth. Shrubs and bushes should be fertilized at least twice per year using a fertilizer designed for planted areas. This is available at the Self-help Store. Follow instructions on the label and water immediately following fertilize. We encourage you to plant trees and shrubs. However, please obtain approval from the Base Civil Engineer by completing SW Form 35 at the Housing Office to make sure no utility lines are within the proposed planting area.

Trees



Trees are a valuable natural asset and should be appreciated for their beauty. Please treat trees properly. Pruning of trees located around and adjacent to your house is your responsibility up to 6 feet from the ground. Please submit an SW Form 35 through the Facilities Section of the Housing Office for removal of limbs that could damage the structure, roof or electrical lines. Trees that are dead or diseased should be reported to our Facilities Section of the Housing Office. Tree support posts for the young saplings, are your responsibility to remove once the tree can support itself. Young trees should be watered deeply once a week for the first year of growth. Leave a hose trickling by the trunk for an hour or two. Chain or rope swings should not be attached to trees because of the possible damage to trees as well as the safety hazards involved. Likewise climbing trees is discouraged. Tree houses are prohibited. Care must be given to prevent the nylon cord of a weed eater or trimmer from striking the trunks of trees and shrubs during operation. The impact of the nylon cord will soon girdle the trunk and kill the tree or shrub.

Insects

Control of insects and diseases in plants is your responsibility.

Fences



You may erect fencing at your expense. The fence must be vertical board redwood, dog-eared cedar, or chain link designed for fencing with round poles and top rails and with one gate. Prior to erecting the fence, please complete SW Form 35 at the Housing Office. If you wish to retain a fence already in place, please sign a fence retention memorandum approved by the Facilities Chief. Unacceptable fencing will need to be removed prior to your final inspection. Any concrete reinforcement remaining after the fence post is removed must be dug up and holes filled and seeded.

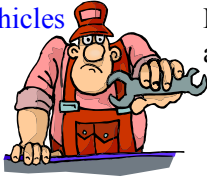
Policing



The lawn must be free of debris (paper, cans, bottles, candy wrappers, animal feces, etc.). Additionally, items such as tires, toys, plywood or other items should be stored out of sight. You must clean up after your animals on a daily basis to promote good sanitation practices. You are required to fill in any holes caused by animals or children or equipment and reseed and water to promote growth. You must remove fallen branches, low tree limbs, suckers, fallen leaves, and other yard waste and

debris and place in proper containers for pick up. Yard waste is taken to the landfill and composted to turn the waste into a useful product.

Vehicles



Major repairs of vehicles, to include oil changes, are not authorized in the housing area. Do this work in an authorized location like the Auto Hobby Shop.

WATER BEDS. Waterbeds may only be assembled in single story older home. However, they are allowed in all new homes. You must be willing to accept liability in the event of damage to government property or equipment. We recommend obtaining renters insurance to cover the cost of damages if there is a leak in the waterbed that could cause damage to government facilities. Waterbeds are not authorized in multiplex units.



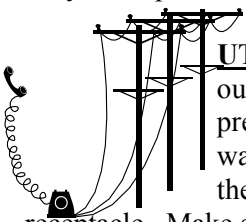
WADING POOLS. Only above ground wading pools are authorized. The maximum size allowed is six feet in diameter, 18 inches deep, with no more than a 50-gallon capacity. For the safety of our children, these pools must never be left unattended and must be emptied and stored when not in use. Remember a child can drown in one inch of water. Children depend on us for their safety and well being. It is suggested you contact the base legal office regarding liability. Lawns will be restored to original condition when the pool is removed.

TELEPHONE OUTLETS: In the older homes there are telephone jacks in the kitchen and master bedroom. In most of the newer homes, there are telephone jacks in the kitchen, family room, living room and all bedrooms. Phase 3 homes have category 5 wiring, allowing better computer access and more flexibility with the number of lines in the homes.



Telephone Installation and Repair. The 30th Communication Squadron Contractor is responsible for installation and maintenance of commercial telephone outlets and associated wiring in family housing for the outlets located in the kitchen and master bedroom. If you do not have telephone jacks in either of those areas, please call 605-2622 (24 hour) or 606-2622. Any other outlets are your responsibility. You need to advise the telephone company of this when you request initial connection so that you

will not be charged the monthly maintenance fee. If you are experiencing problems, call the telephone trouble-shooting desk at 605-2622. The technician will ask you a few questions to determine the extent and nature of the problem and verify records. Be prepared to provide them a number they can reach you at and your address and member's duty phone and squadron. Please take note of the service call number and the name of the person you speak to. A technician will come out to your home within 24 hours of receiving your complaint to see if the wiring is causing the problem. They will arrange with you for a convenient time Mon – Fri 0730 – 1630 hours. They will let you know if you should contact Verizon for correction. You are responsible for the telephone instrument as well as any special equipment or installed jacks. If you do not follow this procedure and first contact Verizon you will not be reimbursed for your expenses and service calls run around \$80 a visit.



UTILITIES. Outside of your home, or next to your garage, there are two lines coming out of the ground into the house. One line is larger than the other line, and has a pressure regulator on it. This is the gas line and is already on. The smaller line is the water line and should be on. If it is not on, turn the valve on the line to turn it on. Open the furnace room door in the hallway and plug in the furnace cord to the electrical

receptacle. Make sure that the metal furnace panels are in place, close the door and go to the living room and set the thermostat to the desired temperature. The furnace has an electronic ignition. If the temperature is low enough and the furnace does not come on, go back to the furnace compartment, open the door and turn the gas valve on (located on the gas line).



Turn on the gas behind the stove and plug the electrical cord into the receptacle. Turn knob until you hear a clicking sound, burner will light, and then lower the flame until desired setting. Remember most pots and pans are designed for use at a medium or low burner setting. Follow the instructions on the side of the hot water heater. Refer to the pamphlet for care and maintenance of your appliances whenever possible. If you have any problems, call the housing maintenance contractor at 734-5586.

For telephone installation, contact Verizon at 1-800-483-4000. For cable installation contact Americable at 734-5578.

BASKETBALL HOOPS. Freestanding hoops are allowed. However, please be very careful with placement of the basketball hoop for the safety of your children. For safety reasons, avoid placing the hoop near or directly in the street or in such a manner that the ball might freely bounce on the street. Do not attach basketball hoops to buildings.



DAMAGES OCCURRING DURING MOVE IN/OUT. In some instances damages to government property i.e., walls, floors have occurred during the delivery or pick up of personal belongings. If this occurs, it is your responsibility to identify the damage that was caused and to document it in writing. It is recommended you have the employee or contractor that caused the damage sign the statement. You should then contact the transportation inspector to report the damages. Also contact the housing facilities section to have this added to your quarter's condition report to prevent charges of liability on your part.



EMPTY MOVING BOXES. If you request unpacking by the carrier, it is the responsibility of the carrier to remove all packing materials. If you choose to unpack the cartons and boxes yourself, it is your responsibility to dispose of the empty boxes. You may notify the servicing agent or the carrier to schedule a pick up date for the empty boxes. The carrier is not responsible to return and remove the packing material unless you make an agreement with the carrier to call and schedule it. You are responsible for proper disposal of all packing material for unaccompanied baggage. Any questions concerning the carrier's responsibility should be addressed to the transportation office.

SATELLITE DISHES. In the newer homes, do not attach satellite dishes and antennas on homes. They must be free standing in your backyard. Dishes should not extend above the fence or be visible from the street. Refer to page 40 of this handbook for complete information concerning procedures for requesting a satellite dish.



SKATEBOARDING. Vandenberg has a professionally designed skateboard park that was created by using suggestions provided by skateboarders. Skaters are not allowed to bring to the park any concrete bricks or plywood boards etc. to build their own ramp. That increases the chance of injury for anyone using the park. Skateboarders must wear protective gear i.e. a helmet, kneepads and elbow pads and we encourage the use of wrist pads at all times. We ask everyone to help enforce the wearing of safety gear. Skateboarders will be asked to leave the Skateboard Park if they are not wearing the proper safety equipment or wearing it improperly. Wearing a helmet without having it properly fastened is not safe and will not be tolerated.



BICYCLES. Bicycle riders must comply with the same rules as motor vehicle drivers. Due to high volume traffic, bicyclists must ride their bicycles on the sidewalk adjacent to California Blvd. Bicycle riders under age 18 must wear a helmet.

SEASONAL DECORATIONS. Everyone loves to decorate but remember do not overload electrical outlets. Check your extension cords thoroughly prior to use and make sure they are UL approved. Christmas lights should not be installed prior to 15 Nov and should be removed and disposed of by 10 Jan. Please avoid damaging the exterior of the unit when putting up your holiday lights. Do not climb on or place any decorations on the roof. Cracked roof tiles can cause even new roofs to leak. Use ladders when stringing holiday lights. Be safety wise.



Remember live Christmas trees need plenty of water and can be a fire hazard if left to dry out. Before you purchase a live tree, check the needles. If they are brittle and break or fall off the branch easily, do not buy the tree. For the safety and well-being of your family, ensure the tree is fresh and remains fresh through the holiday season.



SECTION C

FIRE PROTECTION AND SAFETY



INSTRUCTIONS ON PREVENTION. The protection of you and your family is our number one priority. The Fire Department will instruct you on procedures to follow in case of fire. As head of household you, in turn, should instruct all family members in fire protection/prevention, to include smoke detectors and fire reporting. To avoid dangerous situations, do not use ceramic kilns and do not paint or overhaul automobiles, boats or trailers and/or motorcycles, etc. in the housing area.



FIRE EVACUATION PLAN. A home fire evacuation plan should be made with primary and alternate escape routes. Establishing and practicing your escape plan, as a family activity, can save your life and the lives of your loved ones. The Fire Department and Housing Office should be made aware of handicapped family members. Statistically, most people are injured trying to fight a fire, rather than evacuating the quarters and waiting for the professionals to deal with the situation. If there is a fire, leave the building by your plan of escape. If possible close doors and windows on your way out to deter the fire from spreading. Remember every second counts so do not waste time getting dressed or picking up valuables.



When leaving do not open any inside door without first feeling its surface. If it is hot, or if you see smoke seeping through the crack, do not open that door. Instead, use your alternate exit. If it is cool, place your shoulder against it, open it slowly, and be ready to slam it shut if heat and smoke rush in. If the air is smoky, stay close to the floor or breathe slowly through a damp cloth if possible. Once outside, do not go back in for any reason.



SMOKE DETECTORS. These are designed to alert you and your family of a fire and are not connected to the Fire Department. Should the alarm go off, try to determine the cause. If it is a fire, immediately call 911 and evacuate your home. We have inspected and tested the smoke detector. However, you are required to perform an operational test of the detectors periodically, preferably once a month. We suggest you use the smoke from a candle. Light the candle and allow the wick to burn for a few minutes, then blow out the candle and hold the smoking wick under the detector. This should test the smoke receptors.



Accumulated dust and lint inside the smoke detector can inhibit proper operation. Therefore, it is recommended that the smoke detector be vacuumed periodically. Your smoke detector is hard wired to preclude a child inadvertently turning it off or a battery going dead. It has a power light that allows you to visibly check for operation. If the detector fails to activate during testing, contact the housing maintenance contractor for

service at 734-5586. If you are to provide protection for your family, it is imperative that the smoke detector is operational at all times.

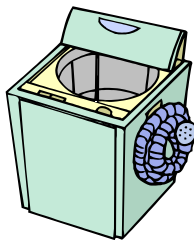
CARBON MONOXIDE DETECTOR. Carbon monoxide (CO) cannot be seen, felt or tasted but can be fatal. When inhaled, CO enters the blood stream and replaces the oxygen in the red blood cells that your body needs. CO is a product of incomplete combustion. Gas furnaces, water heaters, space heaters, ovens, stoves and fireplaces are a potential source of CO. If your alarm sounds off, ask if anyone has a headache or upset stomach. The first systems of CO poisoning are slight headache, nausea, vomiting and fatigue. Call the Fire Department by dialing 911 and housing maintenance at 734-5586 then move to an area of fresh air i.e. outside the house. Take a count of all family members and do not re-enter the facility until the fire department or maintenance personnel indicate the air is clean and you can enter your dwelling. With more exposure to CO you begin to feel a severe throbbing headache, drowsiness, confusion and fast heart rate. The extreme exposure to CO produces unconsciousness, convulsions, cardio respiratory failure and death. Young children and household pets can be affected first. Act fast. Do not let yourself become disorientated or you will be unable to save yourself and your family.



FIRE REPORTING. If a fire occurs in your home, vacate your quarters immediately. Then when you are safe, call the Fire Department - dial 911. Give the fire alarm operator your name, address (street and number), nature of emergency, and your telephone number. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size. Remain calm and remain in the vicinity so that you can direct arriving fire personnel. If you have had a fire in your home, after the fire department has been notified, please immediately notify the housing office. However, the housing office can be contacted the next duty day if the fire occurs after duty hours or on a weekend.

FIRE EXTINGUISHERS. For the safety and well being of you and your family, we have ensured your home has been furnished with a fire extinguisher. It is located in your utility room and is approved for all types of fires. Please read the instructions for operation of the extinguisher so that there will be no delay in case of fire. If the extinguisher is missing, the maintenance contractor will issue fire extinguishers and affix it to the proper wall. Inspection of the fire extinguisher will be performed at the initial inspection of your quarters. You are required to perform a visual inspection of the fire extinguisher periodically; preferably once a month to be sure the pointer on the pressure gauge is in the green operable area.

Check that the extinguisher is undamaged. Make certain that nozzle and hose are unobstructed and pin seal is intact. If it needs to be serviced, call the Fire Department at 606-4680. This is a very important responsibility so please check it as required. Check your home for fire safety and ensure your family remains safe all the time.



CLOTHES DRYERS. Check and clean clothes dryer lint trap before each use. A build up is a potential fire hazard. Never place plastic articles in dryer. Do not overload or leave it running when not at home. Keep combustibles from falling behind the dryer. Make sure the dryer hose is connected to the back of the dryer. Clean the filter in your dryer once a month and check the motor compartment and vent hose for lint and dust accumulation.

STORAGE OF GASOLINE. Storage of gasoline or other flammable liquids is limited to five gallons in an approved container equipped with a lid. Flammables and combustibles will be stored in the garage not in the home. Outside storage areas should be childproof to preclude a child from entering and possibly swallowing the flammable liquid.



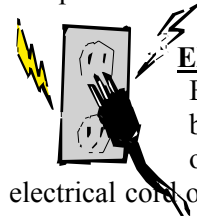
BARBECUE GRILLS. Barbecue grills should be lit and supervised by adults only. They will be kept away from building overhangs and porches when in use. They should always be kept at a reasonable distance (15-ft) from all combustible structures. Charcoal should be extinguished immediately after use, or the grill pans should be covered, to preclude hot embers from becoming air borne.

CANDLES: The use of candles in the home is highly discouraged. Each year they cause considerable damage to homes and loss of life because they were left unattended or combustibles were left near the candle and caught fire and/or the candle was knocked over and the flame spread and engulfed a home, etc. If you use candles, please keep candles out of the reach of children.



COOKING APPLIANCES AND GREASE FIRES. Never leave cooking unattended - not even for a minute, especially when cooking with grease or anything that produces its own grease. This type of fire is the most frequent type of fire in the home. The most important thing to remember is that a grease fire needs to be smothered. You smother it by placing a lid over the pan or by tossing baking soda or regular baking flour over the fire and don't attempt to move the pan! Never pour water over grease fire or you will spread the flame and cause more serious damage. Turn off the stove if a fire occurs and call the Fire Department at 911. Clean the oven, range top, burners and kitchen exhaust fan filter often to prevent the accumulation of grease. Keep the extinguisher handy. Keep panhandles turned inward on the stove. Never wear loose clothing while you are cooking.

HOUSEKEEPING. Store flammables away from stairways and walkway. Do not leave matches around where children can reach them. Keep trash from accumulating in closets, attics and storage areas, and near wall heaters and hot water heaters, gas boilers, transformers, dryers, or any other heat producing devices. Good housekeeping habits are mandatory to ensure a safe place for your family. Do not block the circuit breaker panel. Remove and inspect the air filters in furnaces every two months. Check and vacuum furnace compartment and clean the air intake area underneath the furnace. Do not use furnace compartment for any type of storage.



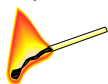
EXTENSION CORDS. We do not recommend the use of extension cords for any reason. Extension cords should not be used for permanent wiring. Extension cords should have a built in surge protector that is UL approved. They should never be used under throw rugs or carpets. If you use an extension cord, be sure there are no frays, cracks or splits in any electrical cord or plug. Do not splice electrical cords or place them in the path of heavy foot travel. Do not use outlet plates if they become cracked. Do not overload outlets.

POWER EQUIPMENT. Lawn mowers and edgers should not be refueled while the motor is running or while hot. Equipment should have sufficient time to cool before refueling. Any questions on fire prevention should be directed to the base Fire Department 606-4680.



MISCELLANEOUS PREVENTATIVE MEASURES. In the event your clothing catches fire, stop what you are doing, and drop to the floor and roll around until the flames are extinguished. Check your home before going out or retiring for the evening. Close all bedroom doors as this could possibly prevent smoke and heat from closing in on you while you are asleep should a fire occur. Keep all flammables away from the stove. Limit the number of boxes and piles of newspaper and clothes piled in your home.

LIVE CHRISTMAS TREES: If you buy a live Christmas tree, cut the trunk at an angle before putting it in the stand. This will keep it from drying out and becoming a major fire hazard. Remember newly cut trees, can drink as much as 6 inches of water per day.



**ANY QUESTIONS ON FIRE PREVENTION SHOULD BE DIRECTED
TO THE BASE FIRE DEPARTMENT**



SECURITY FORCES



The Wing Commander is responsible for the control and safeguarding of all base property through the Security Forces Squadron. Routine patrolling of the government housing area is accomplished on a random basis by the Security Forces (SF), who, when notified, will investigate all incidents. All inquiries concerning law enforcement should be directed to Security Forces Control Center at 606-3911. If you witness vandalism, malicious acts, wanton destruction of government property or equipment, or see an animal roaming loose, call the Security Forces and report it.



RECREATIONAL VEHICLES, BOATS AND TRAILERS. A recreational vehicle (RV) is defined as that which could reasonably be judged to be one or more of the following: boat, camper, cargo truck, motor home, or pick up camper if the camper or camper shell is wider or longer than the pick up bed or trailer. Store recreational vehicles and pick up trucks with campers not used as daily transportation in the RV storage area, located in the northeast corner of 13th Street and New Mexico Avenue. The Outdoor

Recreational Center controls the storage lot. Recreational vehicles may be parked in the housing area for a period not to exceed 72 hours for loading, unloading, or cleaning purposes. Campers or RVs, which are not motorized, may be parked in the housing area for a period not to exceed 72 hours. This requirement can only be waived through written permission of the 30 MSG/CC. The request for waiver must be submitted to the Housing Office, 30 CES/CEH, who in turn submits the request to the 30 MSG/CC. Requests must justify the use of the vehicle.



PARKING. The housing areas have no designated parking except for driveways to single-family housing. Be reasonable and considerate of your neighbors. Do not park automobiles, trailers, motorcycles, campers or boats on lawns or common areas. Street parking is allowed on all streets opposite of the fire hydrants. Parking is

both sides of Ocean View extending from each end of the divided section and all of Timber Lane. Do not park on grass, seeded, or dirt areas or within 15 feet of a crosswalk or fire hydrants. Do not park within 75 feet of any intersection. Do not park in front of, or block public driveways, sidewalks, pedestrian crosswalks, or entrances or exit ways or in any way that obstructs visibility of a traffic control device. Do not park in the inner side of a road that curves. Do not park in any way that blocks the sight of other drivers. When parking on a street where parallel parking is authorized, park vehicles parallel to the roadway, within 18 inches of the right curb (where there is a curb), or as far to the right surface as the surface (or shoulder) permits. Do not park privately owned vehicles at the Commissary, Base Exchange, Collated Club, Post Office, or other community areas more than 24 hours unless you notify the Security Forces with a reason. Do not park within any place where parking is prohibited. Park your vehicle in accordance with the Security Forces SW 131-109, Parking Supplement.



Please utilize Services Vehicle Sale Lot for the advertised sale of vehicles, boats, trailers, and recreational vehicles. You may park your recreational vehicle at your quarters for up to 72 hours for loading and unloading purposes.

Never leave children under 10 years of age unattended in a parked vehicle. Never leave animals in a parked vehicle for longer than 10 minutes without providing proper shade, ventilation and water. For more questions about parking, refer to the Security Forces SW131-109 Supplement.



FIREWORKS. Fireworks are prohibited on the installation and violators are subject to criminal sanction.



GUESTS. Personnel not in possession of proper military or DoD identification must be verified and sponsored by the military member. Guests are allowed with written approval

to temporarily reside in military family housing for a period not to exceed 30 days. A sample letter of request is available at the Housing Office. Please let the Housing Office know who your guests are and when they will be visiting with you. You will be responsible for the actions of your guest at all times. See page 39 for more information.

VANDALISM. Vandalism by military family housing occupants, their dependents, their guests or their visitors will not be tolerated. A warning notice will not be provided for acts of vandalism - a termination letter will be issued by the Base Commander.



SECURITY AWARENESS. Crime and fear of crime are considerations that influence the way we live in our military communities. The most important resource we have in reducing crime and the fear of crime in our neighborhoods is neighbors working together to prevent crime. Get involved with your neighbors in watching out for one another. The security forces need your help, your eyes and your ears. Criminals cannot and will not operate in areas where neighbors are alert. Secure all doors and windows before retiring for the night or departing the area. When leaving for a short time, do not announce your absence by leaving a note for an expected neighbor. Burglars read too. Never carry identification tags on keys. If you leave your keys at a garage or commercial parking lot, first remove the residence tag from the key ring. Do not leave hidden keys around your front door - a burglar will find it. Help us so that we may better help you.



CAR THEFT. Over half of all stolen cars have the keys in the ignition - always remove them. Don't hide spare keys in your car. Never leave the car running, even for a few minutes while in a friend's driveway, or for a quick trip into a store.

LARCENY. Do not leave tempting articles, such as CB radios, cell phones and radar detectors, in plain sight in an unattended vehicle. These are major targets for thieves. Mark these items and secure them in your trunk or take them inside with you. Your CB antenna will mark your car for possible theft, if possible secure it to the vehicle or take it inside. Unsecured property is an open invitation to a criminal. Lock your doors. Lockup your bike. Do not leave items in plain sight on your lawn or patio area when not home. Report suspicious persons or vehicles to the Security Forces. Attempt to obtain a description of the person or vehicle to include license plate number and pass the information along to the Law Enforcement Desk. Keep garage doors closed and locked to prevent acts of petty theft or vandalism. Report any signs of breaking and entering. Do not enter a building until the Security Forces have arrived if you think there has been a break in. Have good locks on your doors and windows and use them. Use exterior lights to identify nighttime guests. Have a list of high-value items in your possession and mark them with your social security number.



FIREARMS. All firearms stored or used on base must be registered on base. You must comply with California State laws. However, living on base, you are exempt from California State firearm possession and registration laws; however, transporting such weapons must be in compliance with the state firearm transportation laws. Do not shoot your firearm on the installation except for special authorization on designated firing ranges. Refer to AFI31-101, the Air Force Installation Security Program and 30SWI32-101, Conservation Management and Enforcement. You may keep your Category I, II, and III weapons and firearms in your on base quarters. When you reload your weapon in your quarters, you must store all primers and propellants (gunpowder) in a safe manner, preferably in a locked container when not in use. When storing your weapon, be sure it is unloaded and located at a designated location such as base firing ranges or hunting locations. We recommend a mechanical trigger lock attached to the weapon for safeguarding.



FORCE PROTECTION. The protection of military families and DoD civilians is a top priority. We must all work together and practice force protection. If someone looks suspicious, report it immediately to the Security Forces Control Center at 606-1611. Do not

discuss security issues outside the work place or shop. Never open suspicious packages with incorrect spelling, protruding wires, no return or unknown return address. Don't give out family plans, to strangers or people who do not need to know. Do not open doors to strangers, including unexpected delivery or service personnel especially during after duty hours. Shred or destroy personal papers with sensitive information.

SECTION E

GOOD NEIGHBORS

Military family housing and close neighbors are synonymous. Be reasonable and considerate and talk to your neighbors when problems and misunderstandings arise. The first step in the process of dealing with complaints in your housing area is to first go to the person you have differences with. Many times people do not realize they are doing something that could be considered an annoyance by others. Many complaints are satisfactorily resolved when neighbors talk to one another. Remember to calmly discuss



your issues openly and honestly, refrain from making the issue a personal one. Keep records of attempts to solve issues. All issues should be dealt with and solved at the lowest level possible. As part of the military family, we must all strive to ensure our living environment is peaceful, pleasant and comfortable for all. If you have a problem with your neighbor, and cannot settle matters privately, contact your First Sergeant. You will always have your chain of command to help resolve problems - use it when necessary. We have a densely packed living situation with families living very close together. Many children play in yards they cannot completely call their own. We come from different backgrounds with many different entertainment tastes. We must all work together in order to maintain a civil, social, and livable environment in the neighborhood. We urge you to do your part to maintain good relationships with your neighbors. Full support and cooperation in the following areas are necessary:

NOISE CONTROL. We must ensure our individual activities do not infringe upon the rights of others or degrade our overall quality of life. Each of us has the responsibility to ensure that our courteous behavior makes this assignment an enjoyable place to live and work. Excessive noise, loud music and offensive language, whether spoken or contained on tapes, records, clothing or other media, is not acceptable in government housing or housing areas when others are involuntarily exposed to it due to location or volume of the language. Excessive noise is the primary complaint received by the Housing Office. Loud or excessive noise is defined as music loud enough to be heard by a neighbor or a person walking outside or a person in an adjacent vehicle. Many military personnel work shifts and sleep during the day. Please be considerate of neighbors at all times. It is paramount that specific attention be paid to keeping stereo and television at the lowest discernible volume settings from 2200 to 0600 hours daily when most families are at rest. Many complaints can be avoided by informing your neighbors prior to having a party. Do not assume that your neighbor(s) enjoy the same type of music or television programs you enjoy. Please understand that your 'kickin' bass could be someone else's major headache. Please keep the volume down.



MANAGING CHILDREN'S BEHAVIOR. Overnight baby-sitters will be at least sixteen years of age. Parents must provide overnight baby-sitters with complete emergency contact information and a suitable plan of action in case of a medical emergency, to include who may consent to medical treatment for their child while they are absent.




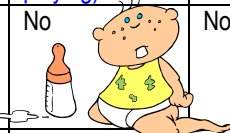

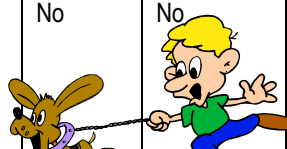
CHILD SUPERVISION GUIDELINES. The safety and welfare of the Vandenberg AFB community are the shared responsibility of parents and the command. Personality traits, environmental factors, developmental progress and the level of maturity are factors used to determine when children are ready to accomplish activities with little or no supervision. Particularly with the younger age ranges, advanced language development does not always equate with advanced logical reasoning. Even considering maturity level, the following


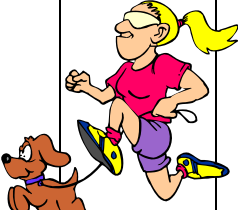
guidelines will be considered the minimum ages by Security Forces, Family Advocacy and other of officials. (Reference AFI 40-301) Children with physical, medical, developmental, educational, or any other special needs should not be left alone for any length of time to care for themselves. Whether the special need is mild, moderate or severe, the Vandenberg AFB guidelines below should be carefully applied considering each child's unique status. Regardless of age, no child should be left unattended under any circumstances involving potential or actual risk to the child's safety or health. When considering whether to leave children unsupervised, parents must fully examine what type of help will be available to the child in the event of any emergency, minor or major. This is



particularly true if the parent will not be in his/her residence or in a location near the child. In these cases, a specific person for the child to contact in the parent's absence is required. This person must know and agree to be the contact person for the child during the parents' absence and the child must understand that they can contact this person for assistance. Your neighbor's yards and/or street should not be used as your child's playground. There are playgrounds or playing fields located either in or near your housing area. The housing representative conducting your initial inspection will tell you where the nearest playground to your house is located. Playgrounds are not substitutes for parental supervision. Parents should not leave children on playgrounds without ensuring the child is significantly mature enough to be left alone and establishing a point of contact for the child. We suggest using the child supervision guidance provided to determine if the child is old enough to be left unattended. Parents or their designated point of contact are expected to know the children's whereabouts at all times. You or your designated contact, are expected to know the child's whereabouts at all times. Be sure to review important family rules with your children concerning their safety when at the playgrounds. All parties or social activities in government owned or leased facilities where juveniles are present will be supervised by the sponsor or other adult family members. Alcoholic beverages must not be served to persons less than 21 years of age. No persons under the age of 18 years old, or who have not graduated from high school, are allowed in the dormitories without a parent or guardian. The following are standards for the safety and welfare of Vandenberg children. Command stresses that ultimately; parents are responsible for the well being of their children. These guidelines apply to sponsors and family members both on and off base, and will be utilized by Security Forces and Family Advocacy when responding to a suspected case of child neglect. In non-Family Advocacy matters, such as complaints from neighbors, altercations between children, or criminal mischief issues, adherence or non-adherence to these guidelines will also be taken into account.

Note: The ages specified are the minimum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where a "yes" is indicated, the parent/guardian is responsible for using reasonable judgment, and for any incident or mishap (considered preventable), which occurs.

Age of Child	Left without sitter in home for two hours or less	Left without sitter in home for more than two hours	Left alone overnight	Outside unattended (to include playing)	Left in car unattended	Child sitting siblings	Child sitting others
Newborn to 6	No 	No, except 6-year-old may walk to & from school	No	No 	No	No	No
7 to 9	No 	No, except may walk to and from school	No	Yes, with 15-30 minute checks 2-3 hours max	15 minutes max, keys removed, handbrake applied, adult	No	No 

					in sight		
10 to 11	Yes #	No for 10 yr old; 11 yrs with access to adult supervisor	No	Yes	Yes, keys removed, handbrake applied	No	No
12 to 15	Yes	Yes, during daytime hours	Age 15 or freshmen in high school may be left overnight with access to adult supervision***	Yes 	Yes	Yes ** No overnight sitting	Yes ** No overnight Sitting
16 and up	Yes 	Yes	Age 16 and up may be left alone not to exceed 5 consecutive days with adult supervision ***	Yes	Yes	Yes ** May sit overnight (See # on the previous page)	Yes * May sit overnight (See # on the previous page)

*Home-alone training by youth center or other source is required.

**Red Cross babysitting training or equivalent required.

***Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, or care provider.

Only if a parent or a responsible individual that is designated by parent is physically accessible. Refer questions to the 30th Medical Group/Family Advocacy Program, 606-5338.



CHILDREN'S SAFETY PLAN. It is important before deciding to leave your child alone to assess whether or not your child is comfortable being left alone, and whether he or she is emotionally mature enough to be left alone and finally whether there is a safety plan in place for the child to follow. The safety plan should have important phone numbers and should identify where the parent, guardian or contact person is and what to do if the child needs the parent or contact person, etc. The safety plan should also address what type of help will be available to the child in the event of any emergency, minor or major.



Always use common sense to guide your actions. As part of the suggested safety plan, discuss specific concerns and rules for playing inside and outside the home. Be sure your child knows emergency phone numbers and how to reach you at all times. Post all emergency phone numbers by every phone in your home. Designate an alternate emergency contact in your neighborhood. Make sure it is someone your child knows. Practice fire and safety emergency procedures with your child.



Teach your child the dangers of flammable and toxic items. Be sure your child knows basic first aid. Leave a prepared snack. Provide a flashlight in case there is an electrical outage. Do not leave a sick child home alone. Medicine should be taken only with your permission and under adult supervision. Teach your child not to give out personal information on the phone. They should say that parents are busy – not that parents are not at home. Also check your child by phone periodically. When leaving your child alone for the first time, we suggest you do so only for a short period of time so that your child will feel comfortable on his/her own. Then work up to longer periods.

JUVENILE CURFEW. Unless accompanied by a parent or guardian, children under 18 must be in quarters Sun – Thurs by 2200 hours until 0600 and Fri and Sat by 2400 hours till 0600 hours. Exceptions

are base activities supervised or chaperoned by an adult. See 30SWI31-106, Curfew Procedures. This policy is intended to assist juveniles that need intervention in their current family situation.



DOOR SAFETY LATCHES. Many of the door handles on our housing units are safety latches that are very easy for young children to open. They are designed to allow ease of egress in the event of a fire or other hazard in the home. We request you watch young children to prevent them from inadvertently escaping through the front door. You may install a safety chain or a flip latch to keep your child from roaming outside. However, please understand, the latches comply with life safety codes, fire codes, building codes and are designed to ensure no one is unable to escape from the building in an emergency situation. We also suggest the use of child safety gates to keep young children confined. There are many dangers in the home and it is everyone's responsibility to watch out for children. Don't let anything happen to your child.



PET CONTROL. Controlling your pet is your responsibility. Your pet should not become a nuisance to your neighbors because of excessive barking and/or invading the privacy of others. When outdoors, animals must be on a leash and under the direct supervision of a person capable of controlling the animal. Parents are responsible for any cruel or provocative actions of their children toward properly controlled and/or caged animals.

PET IDENTIFICATION. Ensure your pets have a collar and a tag depicting your name and address. You will be held responsible for any expenses resulting from your animal for damages to property and equipment or for causing personal injuries.



CONCERNS. All animal waste must be immediately disposed of to control and prevent vermin infestation. Complaints concerning injury, damage, or nuisances created by pets or other animals will be reported to the Security Forces Law Enforcement Desk. Upon receipt of two valid complaints against an animal, the owner may be requested to remove the animal permanently from base housing. Failure to remove the animal when asked to do so, may result in termination of government quarters. Ensure your pets are removed from base housing when you clear government housing. You should report stray pets to Security Forces Law Enforcement Desk.

PETS. No one may keep more than three four legged pets per household. Authorized pets include canine and feline species, and small caged animals. Prohibited animals are farm, ranch, or wild animals (to include iguanas, snakes, ducks, etc.). If more than two are acquired by birth, the excess number will be removed from housing within nine weeks of birth. Breeding or training of Animals in family housing for shows or commercial purposes is prohibited unless approved by the Installation Commander. Requests for such exceptions must be put in writing and submitted to the Housing Office.

PARKING. See page 26.



AUTOMOBILE REPAIR WORK. Any repair where the possibility of drainage or spillage of gasoline, oil or other lubricants on the ground is not permitted. You may be held liable for the total cost of environmental clean up for any spill. Major repair work on vehicles or boats or painting of vehicles or boats are not authorized in the housing area. The hobby shop should be used for this repair work. This not only maintains the desired appearance in the housing areas, but also is considerate of your neighbors. As a safety concern, vehicles should never be left unattended while on jacks.



INOPERABLE VEHICLES. Any vehicle that becomes inoperable due to a mechanical failure must be removed from the street, road, or roadside within 12

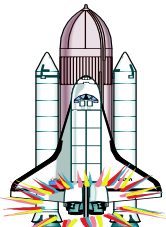
hours. Vehicles found in this condition may be towed away and impounded at your expense. Abandoned, unlicensed or expired tag vehicles may be ticketed and your chain of command informed. The Security Forces may also ticket vehicles with flat tires or obvious inoperable status.

SECTION F

SPECIAL CONCERNS, CLIMATIC CONDITIONS AND NATURAL DISASTERS



FOG AND SPECIAL CONCERNS. Because Vandenberg AFB is located on the central coast, an ever-present Pacific marine climate prevails producing a dense fog. Fog consists of droplets of water suspended in the air. Each droplet acts like a prism so you should keep your headlights on low beam to prevent becoming blinded by the reflected glare. Along the coastline there are miles and miles of scenic beaches, and dangerous cliffs. These cliffs are predominantly sedimentary material and very unstable. We recommend you stay away from the cliff edges. The coastline has some of the most beautiful beaches in California. However, with the dangerous currents, undertow, as well as the coldwater temperatures, swimming is prohibited except at Ocean Park and Surf Beaches, which are public access beaches. These are swim at your own risk with no lifeguards. If you go to the beach, please tell a friend or a neighbor where you are going and your approximate time of return. Skin, scuba and snorkel diving may only be conducted as an organized activity with the Aquallier Dive Club, and only members of the Vandenberg Surfing Association are authorized to surf the coastal area south of Boathouse.



TWILIGHT PHENOMENON. Twilight phenomenon is produced when unburned missile or rocket propellant particles and water in the vapor trail of a launch, freeze in the less dense upper atmosphere. The fragments reflect high altitude sunlight, producing spectacular, colorful effects when seen from the ground. The phenomenon's appearance varies with viewer location. The phenomenon typically produces green, blue, white and rose colored clouds, which take on corkscrew appearances as they are twisted by air currents. It is usually seen two to three minutes after a launch and most often occurs during launches that are conducted 30 to 60 minutes after sunset or before sunrise as boosters rise out of the darkness into the sunlight.



BEACHES. Vandenberg beaches are beautiful and definitely worth visiting, jogging, hiking, picnicking and fishing. Swimming from Vandenberg's beaches is authorized on civilian access beaches only. Be aware of restricted bird nesting areas. These areas near the sand dunes and directly adjacent to beaches are the home and nesting area to one of our nations most threatened birds, the Western Snowy Plover. These beaches are important to the survival of the entire species. Beach access is limited to make sure chicks are successful in reaching maturity to ensure the survival of the species. Look out for fences and signs indicating temporary beach closures from 1 March through 30 September each year. Entering these areas will frighten the birds from their nests, exposing the eggs to the elements and to predators. Littering will attract predators such as coyotes and crows. Dogs are not allowed on the beaches. Camping is not allowed and beach fires are prohibited. Violators of beach rules may be fined up to \$5000. Harassment, harm or destruction of the Snowy Plovers, their nests or their chicks may be punishable by civil penalties up to \$25000 or criminal penalties up to \$50000 and/or one year in prison. Approximately ½ mile of beach is accessible to the general public at Surf Station along with beach access to approximately ¼ mile at Wall Beach and another ½ mile at Minuteman Beach. Personnel monitor Vandenberg's beaches to ensure personnel stay out of posted areas. Penalties are assessed for every violation. Each beach has a limit of violations that can be obtained and once that limit is reached, beach access will be denied until Sep 30, the end of the Western

Snowy Plover nesting season. For information regarding beach access or status of violations, call the Beach Hotline at 606-6804.



SNOWY PLOVERS. Western Snowy Plovers are small shorebirds with pale sandy backs, white undersides, black eye stripes and partial black collars. Adults weigh about two ounces and are about six inches in length. They are listed as threatened under the Endangered Species Act and must be protected. Nesting

habitats include dune backed beaches, un-vegetated beach stands and open beach areas. Eggs are laid in depressions in open sand above the high tide line. Nesting success depends on weather, disturbance and predators. Over one-half of the nesting habitats for Snowy Plovers have been destroyed or degraded by development and introduction of exotic plants like European Beach Grass. Predators in many areas, including Ocean Beach, have increased because coyotes and crows are attracted to human litter.

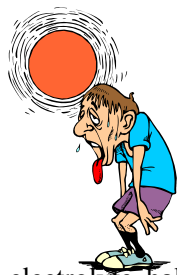


HIGH WINDS. Although the weather conditions in this area are very mild, there are occasions of high winds. Television and radio stations will provide excellent information on the approach of high winds. Before the high winds approaches, secure loose objects that could possibly be damaged or cause damage.

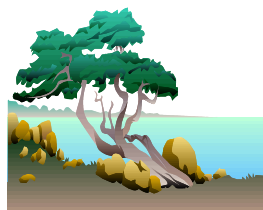


DRY CONDITIONS. Range fires can be a threat especially during the dry summer months from April through October. The entire central coast is susceptible to grass and brush fires. Extreme care must be taken when barbecuing, when disposing of smoking materials, and when handling flammable materials. Open fires are not allowed. Do not build fires unless approved, permanent grill/pit is used. Do not drive any vehicle over vegetation (off established roads). Be careful with cigarettes. Immediately report all fires.

DISASTERS. Air Force Commanders have an inherent responsibility to act promptly during attacks and disaster situations to save lives, alleviate human suffering, minimize damage, and support civil agencies in the execution of their responsibilities to protect the civilian population. Real situations that necessitate a response are not common. However, we must always be prepared for any emergency or disaster. There are many different types of disasters. Earthquake, floods, fires, airplane crashes, chemical spills, pipeline leaks, explosions and other disasters, which seldom give warning and are always devastating. We solicit your support and cooperation. This is the only way we can be assured of responding properly should the real situation occur. Brief your dependents on proper procedures. During disaster situations you will be provided instructions on the appropriate procedures to take. Please follow instructions exactly and with enthusiasm and energy.



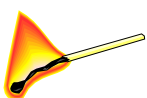
HEAT EXPOSURE. The temperature is generally mild, but can change rapidly just going from one area of the base to another. Heat cramps, and/or heat exhaustion can occur due to fluid or electrolytic imbalances, especially during periods of strenuous exercise. Heat stroke is a severe reaction to heat where a victim is unable to sweat and the natural body temperature regulators have been overwhelmed. Although less likely to occur here than in hotter climates, heat exposure can occur even here. When exercising drink lots of water. Eat a balanced diet containing salt. Drink fruit juices to maintain electrolyte balance. If you experience severe muscle cramps from fluid loss, weakness and loss of coordination, and nausea, immediately get help. Relax, take it easy, rest in the shade or in a breeze, loosen your clothing, drink water, sit and if possible soak yourself with water until you are able to see a doctor.



EARTHQUAKE SAFETY AND PREPAREDNESS. Earthquake tremors are occasionally felt in this area. Experts say that the nature of the soil and rock

formations under the base make it less prone to damage than many other areas of California. However, we offer the following information to protect you and your family in the unlikely event that an earthquake does occur. Move or secure tall furnishings to the wall studs, around the areas where you spend a lot of your time such as in your bedroom and the living and dining areas of your home. Move heavy objects to low shelves. Install clips or latches or other locking devices to cabinet doors. Provide strong support and flexible connections on gas appliances, water heaters, washer, dryer, stove, furnace, etc. Secure and isolate flammable materials. Keep a flashlight and a pair of shoes right next to your bed. We recommend you keep sufficient quantities of emergency supplies in your quarters to last at a minimum of three days. Food, water and medicine supply reserves for at least two weeks. You should estimate one gallon of water per day per person. The food can be canned, dried, precooked, something requiring no heat and no water to prepare is preferable. Consider special dietary needs for infants and pets. Ensure you have bedding for all family members. Always have spare batteries for portable radios and flashlights and battery operated clocks. Keep handy, heavy gloves, sturdy walking shoes, crowbar (to open jammed doors), screwdriver, scissors, broom and dust pan, adjustable wrench, duct tape, hammer, knife, wire, shovel and heavy string or rope.

After the disaster. Put on the sturdy shoes to avoid injury from broken glass and other debris. Check for injuries and provide first aid. Check for fires, gas leaks starting at hot water heater and other gas appliances. If you smell gas or suspect a leak, turn off main valve, open windows and carefully leave the building. Do not turn on or off light switches because this could cause a spark and ignite the gas.



Do not light matches or do anything that might make sparks.

If a water leak is suspected, shut off water at main valve.

If damage to electrical system is suspected (frayed wires, sparks, or smell hot insulation), turn off system at main circuit breaker or fuse box.



Be prepared to evacuate if necessary. Be prepared for aftershocks. Turn on the radio and listen for advisories. Do not touch downed power lines. Clean up harmful materials and spills. Check to see if sewer lines are intact before using commodes. Check house, chimney, and roof for damage. Check on your emergency supplies and do not use the phone except for an emergency. When you open your closet or cupboards, be very careful.

Do not go sightseeing. Ensure medical consent forms for your children are completed. During an earthquake, duck, cover and hold on. If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not try to run for doorways or leave the building during shaking. Watch for falling, flying, or sliding objects. If you must evacuate prominently post a note indicating where you can be found. Take food, water, medicine, glasses, first aid kit, flashlight, portable radio, important papers, cash, sleeping bags, and extra clothes and make arrangements for your pets. Discuss alternate reunion locations with all family members for instance the Red Cross Shelter, neighbors, park, or maybe a particular school. Ensure each family member has the name and telephone number of an out of town contact to use to report location and status to. Inquire now about disaster policies for your children's schools, your work place, your place of worship and any other significant location your family frequents.



DISASTER SUPPLIES. It is a good idea to have disaster supplies in your car. We suggest one gallon of drinking water, canned fruits, canned vegetables, can opener, heavy-duty trash bags, walking shoes, spare glasses, medication, fire extinguisher, first aid kit and toilet paper. The trash bags can be used as ponchos, privacy curtains, and as a garbage bag. To purify water, boil for 5 – 10 minutes or add 10 drops household

bleach per 1 gallon of water. Mix well and let stand for 30 minutes. A slight smell and taste of chlorine will remain but the water will be safe to drink. Another method of purifying water is to add a tincture of iodine in the same manner as the bleach or you can use commercial purification tablets such as Halazone

or Blobaline and follow package directions. If you filled a wading pool with water, you can purify that with commercial activated carbon.



First aid and CPR classes are available through the Red Cross. This information could save a life or one of your family members.

You should know how to turn off the utilities in your home (gas, water and electric), where special tools are (and keep them handy), and phone numbers for people to contact in case of a disaster.



UNEXPLODED ORDNANCE. Vandenberg was once an army camp where tank and artillery maneuvers were held. The main cantonment area is safe. However, there are many areas on base where unexploded ordnance can be found. Virtually all of it is buried at some depth below the surface, but occasional surface finds can occur. If you find what appears to be an unexploded ordnance item, leave it alone, mark the area and call the 30 SW Command Post at 606-9961. Do not collect it as a souvenir for it could be fatal.



WILDLIFE. Much of Vandenberg is undeveloped and this open land is home to a wide variety of wildlife, including numerous species of reptiles, amphibians, fish, birds and mammals. Due to the proximity of undeveloped land to residential areas, some of these animals are common visitors to base housing. It is not at all uncommon to see deer browsing on lawns or in gardens, snakes in backyards, and coyotes walking down the street. Occasionally, wild animals can get “too close for comfort”. By understanding what attracts wildlife, and by following a few simple guidelines, most wildlife “problems” can be avoided or resolved without professional help – and without harm to either you or the animal. Caution should be exercised when traveling through less inhabited areas of the base after sundown. If an animal blocks your vehicle’s path, be prepared to stop quickly but do not swerve to miss the animal. Swerving could lead to loss of control and to a serious accident. If you cannot brake in time to avoid hitting the animal, then hit it and maintain control of your vehicle.



Do not feed wild animals (except for backyard bird feeders), or leave pet food or garbage where skunks, raccoons, coyotes or other animals can get to it. Once animals become used getting food from humans, they can become dangerous. Avoid creating a problem that could risk disease or injury to you or your neighbor, or require the problem animal to be destroyed. To reduce wildlife visitors, secure pet entrances, remove pet food from outside at night, and secure all garbage in lidded containers. Many animals use piles of debris as den sites. Pick up branches, leaves, and other yard waste to keep animals such as skunks, opossums and rattlesnakes from taking up residence in your yard. Block possible entry points into and under your house to keep animals out. Refer to 30 SWI 32-701 for other rules pertaining to wildlife on Vandenberg.



California ground squirrel colonies occur in open fields and in your yard. Plague can be transmitted through a bite by an infected flea, or through contact with a sick or dead infected animal. Avoid contact with ground squirrels - do not feed squirrels or allow them to reside in your yard.



Raccoons are common night visitors to base housing looking for food. They will raid garbage cans in search of food, drink from birdbaths, and even enter homes through pet doors to find food. Raccoons can be beneficial, consuming snails, slugs, and other pests. If trash cans have secure lids, pet food is put away, and pet doors are secured, raccoons will feed on snails and slugs rather than the easy meal provided by humans.



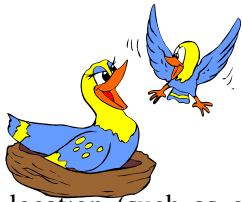
Skunks also visit the base housing areas. They feed primarily on insects, but like raccoons they are opportunistic omnivores that will supplement their diet with garbage or pet food if it is available to them. Skunks are about the size of a small cat, but when threatened, skunks will raise their tail and expel its musk. Skunks may attempt to take up residence under your house or under piles of yard wastes. Keep yards free of debris piles, and block possible access under your house to prevent extended stays.



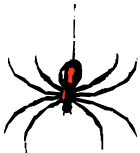
Coyotes, quite common on Vandenberg, are at the top of the food chain, performing a vital role in maintaining the health of the ecosystem. For this reason, coyotes are not hunted on the base. The rare problem animal is removed by wildlife professionals, only when alternative non-lethal methods fail. Coyotes are active during the day as well as the night. They are shy by nature and usually restrict their activities in the housing areas to after dark to avoid contact with people. However, it is not uncommon to see them passing through the housing area in the early morning or evening hours. Coyotes usually hunt alone or in small packs. They are opportunists that consume a wide variety of food items. Coyotes will take advantage of uncovered garbage and food left out for the family pet. They may also hunt cats and small dogs that are left outside at night. Providing a food source, intentionally or unintentionally, can cause these highly intelligent and adaptable animals to become a nuisance, or possibly even to become dangerous.



Virginia opossums, the only marsupial found in North America are omnivores that consume a broad range of foods including fruits, seeds, small animals and carrion. They also raid garbage cans and eat pet food. Like raccoons, they will enter pet doors in search of food. To reduce their visits, secure pet entrances, remove pet food from outside at night, and secure all garbage in lidded containers.



Swallows, finches, sparrows and starlings may nest under the eaves of your house, in crevices, and sometimes even in pots or planters. Except for non-native species (European house sparrows, pigeons and European starlings), all birds are protected by federal law under the Migratory Bird Treaty Act. Once a nest contains eggs or chicks, it cannot be removed or destroyed. If a bird builds a nest in a problem location (such as over a regularly used doorway, call the base Wildlife Biologist at 605-8399. The biologist will identify the species and advise you on how to handle the problem. Nests cannot be removed until all nesting activity is finished (i.e. young have permanently left the nest).



Black widow spiders are fairly common in this area. The female has a red hourglass shaped mark on the underside. Although bites are usually not fatal, the nerve toxin can make its victims very sick and death can occur.



Scorpions are occasionally seen in this area and their sting is generally not poisonous. Shake out boots and clothes prior to putting them on when camping. If bitten, see a doctor immediately.



Rattlesnakes are fairly common in this area. Nonpoisonous gopher snakes that look very similar to rattlesnakes also abound here. Rattlesnake bites are usually not fatal but can be to some people. Wear boots when walking in tall vegetation. If bitten, see a doctor immediately.

SECTION G

COMMUNITY/RESIDENTIAL ACTIVITIES



LAWN/GARAGE/CARPORT SALES. Lawn/garage/carport sales are permitted twice a year and just prior to termination of your home. Limit sales to daylight

hours only and no more than three consecutive days. You may display no more than 2 signs each four-foot square on your property to advertise the sale. Display the signs only during the hours of the sale. Refrain from posting any signs on telephone or power poles, streetlights, trees or fireplugs. Signs must be removed at the end of each day of the sale. Additional advertisement may be posted on the bulletin board at the main entrance of the housing area. You may place an article in the Space and Missile Times, the Base Bulletin or by calling the Lompoc Record. Remove all signs at the end of the sale. Do not leave unsold items out on your front lawn after the sale.



YARD OF THE MONTH PROGRAM

Purpose: The purpose of the Yard of the Month program is to encourage personal pride and beautification in the housing areas and to improve the base. The Housing Office manages and administers the program. The Housing Office prepares all certificates and forwards to the respective commanders for presentation. The Housing Office provides the "Yard of the Month" sign at all locations.



Nominations: Each month the housing grounds inspectors will nominate beautiful yards from each housing area. The Chief of Facilities and the Housing Flight Chief will judge the nominees and select the final winners from the two housing areas by the fifth of the following month.

Criteria: The judging is based on overall appeal, personal effort and the contribution to base appearance. Lawn maintenance is a significant consideration in the selection process including the color, growth pattern, and condition and degree and quality of edging.



The lawn should have a manicured look with an even height and color and be free of weeds and unsightly holes or brown areas or insect infestations. However, trees, shrubs, bushes and plants and other greenery are contributing factors in the judging. Plant beds should be deadheaded and free of weeds to be considered a nominee. Beautification efforts should enhance the overall appearance of the yard and not overwhelm or clutter it. The grounds inspectors will provide nominees to the Housing Office on the last week of the month.



Runners Up: Occupants who are runners up but not selected will receive notification and letters of appreciation for their contributions. Residents may win this competition only once in any consecutive twelve month period. We encourage you to put forth your best effort and become part of the competition for this prestigious award.

If you wish to learn more about taking care of your lawn, you may obtain literature from the National Center for Environmental Publications and Information. Their address is: P.O. Box 42419, Cincinnati OH, 45242-2419 or phone them at (800) 490-9198.

Yard of the Month winners may receive any of the following:

PRIZES FOR OLD HOUSING: We will paint the exterior of the unit if it is required. You may have a choice of a garage door opener, a dining room chandelier (not to exceed \$200), decorative curtain rods in the living room or dining room or a screen door. Please understand awards are subject to change and are based on availability. Awards become part of the facility and may not be removed when you terminate from your home.

PRIZES FOR NEW HOUSING: You may receive a ceiling fan for the dining room and/or an extra remote for the garage door and/or a motion detector light for the front of the house. Again awards are

subject to change and availability. Awards become part of the facility and may not be removed when you terminate from your home.



BUSINESS ENTERPRISES. Some business enterprises may be conducted from your assigned family housing unit. Business enterprises are defined as commercial activities conducted for profit by a military member or family members assigned to the dwelling unit. Businesses are limited to the sale of products or services not available to exchange patrons through the military exchange system, tutoring, or minor repair services on small items. Services such as limited manufacturing of items i.e. baking cakes for special occasions, providing carpet or upholstery cleaning, oil painting, personal portraits, arts or crafts, rug making, or weaving may be authorized. In no case will commercial activities be authorized or continued at the expense of community tranquility, safety, or the installations' mission. Requests for permission to conduct commercial activities in assigned family housing must be in writing and have the prior written approval of the Mission Support Group Commander. The request must be submitted on SW Form 400 and coordinated through the Housing Office, bldg 13001 with a signed letter of understanding of responsibilities for operating a business from housing unit. The request should contain: complete sponsor information, detailed description and location of the business, major utility usage, and any other pertinent information that will allow us to make a decision. Written approval or disapproval will be provided. No business enterprise will be allowed without obtaining prior permission on the SW Form 400. You may obtain the package to request operating a business out of your assigned housing unit at the Housing Office.



SOLICITATION IN MILITARY FAMILY HOUSING. Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the Mission Support Group Commander, requested through submission of SW Form 400 through the Housing Office, bldg 13001. Everyone must comply with all relevant regulations, directives, and instructions, including but not limited to the Joint Ethics Regulations.

PROHIBITED SOLICITATION PRACTICES. The following practices are strictly prohibited on Vandenberg. Soliciting door-to-door. Soliciting recruits, trainees and transient personnel en masse or as a captive audience. Soliciting without an appointment in the housing area, family housing, or in areas provided by the installation commander for interviews by appointment. Soliciting in areas for the processing of transient personnel, in the dorms, in guest housing, in open mess facilities and in cafeterias. Using official I.D. cards by retired or reserve members of the military to gain access to the installation in order to solicit.

Procuring or attempting to procure or supplying roster lists of DoD personnel for purposes of commercial solicitation, except under the Freedom of Information Act. Engaging in unfair, improper, or deceptive trade practices, as defined by federal and state law, including but not limited to: illegal inducements to purchase or trade, using rebates to facilitate transactions or to eliminate competition, and using misleading advertisements or sales literature. Using one's rank, either orally or in writing, to suggest endorsement of the product or service by DoD. DoD personnel making personal commercial solicitations or sales to DoD personnel junior in grade.

Entering into unauthorized restricted areas. Failing to comply with state and local government licensing requirements. Advertising addresses or telephone numbers of commercial sales activities conducted on the installation, except authorized activities conducted by members of military families residing in family housing. Using any government facility, including government housing, as a showroom or storage area for the sale of goods or services, except as otherwise authorized by regulatory requirements. Soliciting members who reside in the dorms. Except as permitted by the Commander in the Family Services Center, Recreation Center or Base Library. Soliciting base housing residents in areas other than their base house. Using one's military or civilian DoD title or position to endorse a product.

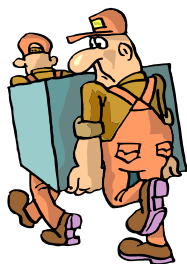


SOCIAL VISITS. Government family housing is to be occupied by you and your family members and you may not sublet your family housing unit. Your relatives may visit for as long as you desire. Guests and other visitors may visit for 30 days or less. You must notify the Housing Office if you plan on having temporary guests that will remain in family housing for 30 days or more. The commander may authorize exceptions to the 30-day limit. A temporary guest is defined as a person(s) who is/are not considered a resident of the area or do/does not live or work within a commuting distance of one hour.

When visitors who are authorized to receive BAH visit for longer than 30 days that is considered joint occupancy for purposes of BAH forfeiture. Civilian and/or military childcare providers are not authorized to reside in your home.

SECTION H

SELF-HELP WORK



You are responsible for routine maintenance of government owned equipment and appliances. The Self-Help program allows you to accomplish minor upkeep and repair work in a timely manner at your convenience (no more waiting for maintenance to show up). Participation in self-help is mandatory and the Self-Help Store is available to assist you.

SELF-HELP STORE: The following lawn, garden and pest control items are available at the Self-Help Store, bldg 11662 on Wagon Rd. The Self-Help Store will control and record the issue of materials to occupants. We ask that you do not abuse the system and request you only ask for what you need and will use. This will allow everyone to obtain what he or she needs. We provide environmental friendly products for grounds care rather than products with harsh chemicals that have the potential for harming the environment. The Self-Help Store provides the least toxic weed control to each occupant that request herbicides. We try to provide fertilizers that contain slow release nitrogen material that will aid in reducing the need for herbicide use. We will not provide products like Weed and Feed since the herbicide in these materials contributes to environmental pollution and is associated with the decline and death of shrubs and trees.

Self-Help Store Issue Items:

Miscellaneous

14" X 25" X 1, Furnace Filter
16" X 20" X 1, Furnace Filter
14" X 20" X 1, Furnace Filter
Gate Latches
Gate Hinges

Range Filters (various sizes so bring in your old to get a new one)
Filter, lens Assembly 11' 3/4" X 13' 7/16" and 10' 1/8" X 16' 9/16"



Clip, Screen #18307
Lock, Window, Vent
Lock, Window, Slide
Lock, Security Slide
Cutting Boards (various sizes)

Kitchen Cabinet and Door Items

Knob, Pull 1" Brass
Knob, Pull 1" Chrome
Knob, Pull 1 1/2" Brass
Knob, Pull 1 1/2" Chrome



Drawer, Pull. 1" Brass
Cabinet Hinge, 5/8" Offset Brass
Cabinet Hinge, 5/8" Offset Chrome
Cabinet Hinge, 3/8" Offset Brass

Plumbing Fixtures:

Caps, Plastic, Faucet (Hot)
 Caps, Plastic, Faucet (Cold)
 Soap Dish Insert, 5 ½"
 Soap Dish Insert, 4 ½"

Roller, Plastic, Toilet Tissue
 Seats, Faucet (Hot/Cold)

**Electrical Items:**

Plate, Switch, Double
 Plate, Receptacle
 Globes, Light Exterior
 Globes, Light large Bath
 Lamp, Flood
 Fluorescent Tubes (various sizes so bring in old to get new)

Lamp, Heat Bedroom
 Globes, Light Kitchen
 Globes, Light Small Bath
 Globes, Light Bedroom

Pest Control Items:

Glue Traps for Mice and Bug (6 per year)
 Pest Control Pamphlets/Flyers
 Ant Killer Bait Stations (as needed)



General Pest Spray
**Only environmentally friendly pesticides
 and pest control products will be issued**

Carpet Care Items:

Stain Guard Spray (will issue according to size of home – so many cans per SF)
 Will loan out Carpet Steam Cleaners with Instructions

Lawn Care Items:

Soil Planting Mix (5 bags per year)
 Decorative Bark (30 cu ft per year)
 Brick, Stepping Stones, 12" X 12" Squares
 Edging, Scalloped
 Weed-X, 100'X3' (1 roll per year)
 Grass Seed, 1 lb box (2 boxes per year)
 Flowers and plants (18 each per year)
 Gopher traps 2 per year (return broken traps for replacement)
 Lattice 2'X8" as needed for new homes with iron fencing only



Top Soil, 1 cu ft (5 Bags per year)
 Fertilizer (various types)
 Straight Edging, 2'
 Logs, Landscape
 Lawn patch (2 bags per year)
 Herbicides (2 bottles per year)

Additional items may be issued on a case-by-case basis. However, a housing inspector must verify justification of the need. It is not the intent of the Air Force that items of issue from the Self Help Store be used to repair damaged areas caused by occupant negligence or abuse or to repair damage caused by children or pets.

Lawn Care Items for Loan:

Lawn Spreaders
 Garden Hoes
 Water Rollers
 Hose Nozzles, Pistol Grip



Shovels, Round End
 Garden rakes
 Wheel Barrows
 Sprinkler Timers for Hoses

This self-help program includes repair work that you can realistically accomplish i.e. ensure all light fixtures have working bulbs, ensure dryer filter is clean, remove nails, screws from walls that were used to hang pictures, replace drip pans on stove, replace range hood filters, tighten hinges on doors or cabinets, ensure handles are securely fastened, ensure curtain rods are secure, etc. The only cost to you will be some of your time.

REQUESTING SELF-HELP WORK. All self-help work requires completion of an SW Form 35 or AF Form 332, BCE Work Request, coordinated and numbered by the Housing Office, then submitted to CE Customer Service for approval. No work should be accomplished until this procedure has been

followed and approval received. The Housing Office will authorize self-help work in family housing if the proposed work is relatively simple and is primarily for your benefit and will not have an adverse impact on government property. Self-help work should improve living conditions without generating additional maintenance or repair costs. For example, if your home has aluminum siding covering the overhang or carport ceiling, do not drill holes; install nails etc., in the siding for a self-help project.



Examples of self-help work, which are approved, are sheds, fences, TV antennas, satellite dishes, water softeners, playhouses, windbreaks, patio covering, dog house, dog run and hot tubs. Self-help work installed without obtaining prior approval is considered damage beyond fair wear and tear and you can be held financially accountable for removal and disposal. Such work must be immediately removed and property restored to its original condition at your expense if requested to do so by the Housing Office.

Storage sheds are not authorized for the newer homes. If you wish to install a water softener it must be the remove and replace type not the self-generating type softeners.



OTHER CONCERNS. No wallpaper or borders are authorized. Stenciling is permitted provided it is painted over before clearing quarters. You may paint the interior of the garage with white semi-gloss paint only. Please submit SW Form 35 or AF Form 332 through the Housing Office first. Please hang pictures with anchors not screw anchors or expansion bolts, which can do damage. Do not use nails on the exterior of the facility except for small 1 and 1/4 inch nails to attach Christmas lights. However, please remove

the nails when you remove the lights. Trellises should be free standing and not be attached to the building.

Ceiling fans are authorized provided a certified electrician installs them. Please submit SW Form 35 or AF Form 332 for approval prior to doing any self-help work. Attached shelving is not authorized. You may use freestanding shelving. Do not make holes in cabinets, except for installation of childproof latches. Screen doors are not authorized in newer homes



FENCING. You may erect temporary fencing at your expense if it is either vertical board redwood, dog-eared cedar, or chain link designed for fencing with round poles and top rails with one gate.

STANDARDS AND SPECIFICATIONS. The standard for authorized self-help work i.e. fences, CB antennas and air conditioners is available at the Housing Office.

Periodic inspection must be accomplished while work is in progress. Inspection can be scheduled by contacting the Housing Facilities Section, ext. 606-3795. No electrical wiring will be done except by a certified/approved electrician.



SATELLITE DISHES. SW Form 35 or AF Form 332 must be submitted and approved prior to installation of a satellite dish. Along with the 35 or 332, we request a sketch outlining where you plan to have the dish placed. When you decide on a location, take into consideration safety and fire factors i.e. distance from trees, power lines, communication lines, and other structures. The dish must not be installed in a common

area or infringe on your neighbor's property. The dish may not be installed in the front yard. It must be placed in an inconspicuous place away from the streets and cannot rest on roofs, garages or sheds. Once the dish is installed, please contact the facilities section at 606-3795 for a site inspection. Do not drill any holes through the walls of any house and do not attach cable to outside walls. Upon termination, the complete system must be removed

In Newer Homes: The satellite must be freestanding and will require an approved SW Form 35 or AF Form 332 before you can install the dish. Satellite dishes cannot protrude above the fence line and cannot be placed on the fence or on the structure itself. Cable connection in a newer home must be made

at the designated television port located on the outside of the house. Entry hole to this box will be made through the sill along the bottom edge. Prime Star system in newer homes must be of the single wire and connected into cable box on outside of house.

In Older Homes: You may use the single or two wire systems. Satellites may be installed on the eve of an older home in a manner as to not cause loss of structural integrity and allow water to seep in the structure.



PAINTING INTERIOR WALLS. Painting interior walls also requires an approved SW Form 35 or AF Form 332 before accomplishment. If walls are painted a different color other than the original, walls must be returned to the original color prior to terminating housing.

DISPOSITION OF SELF HELP IMPROVEMENTS. Self-help work installed by an occupant, including carpets, must be removed before final termination unless accepted, in writing, by the incoming occupant or the Air Force. The Housing Inspector will make a determination on behalf of the Air Force at your pre-final termination appointment. Therefore, be sure and point out all self-help projects to the inspector at the pre-final appointment. When removing self-help work, your house or area must be restored to its original condition. Ask your housing representative at your pre-final inspection for guidance.



**DO NOT DO SELF-HELP WORK WITHOUT
KNOWING THE STANDARD AND OBTAINING PRIOR APPROVAL**

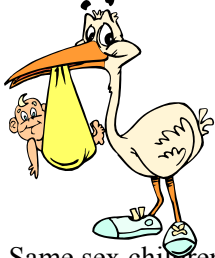


SECTION I



TERMINATION OF MILITARY FAMILY HOUSING

GIVING NOTICE. The best time to start thinking about moving out is when you are moving in. You are expected to occupy Military Family Housing for the duration of your tour. However, after 12 months, you may request permission to move off base. You must submit your request in writing to the Housing Office. If your request is approved, you will be required to provide a 30-day written notice of intent to terminate base housing. This move would be at your expense. You are encouraged to schedule your pre-final and final inspections as soon as you know that you will be clearing. Under normal circumstances, we require a minimum of 30-days advanced notice of your intent to terminate government housing-short notice permanent change of station (PCS) excepted. At the time you notify us, we will schedule your pre-final termination inspection. You do not need a hard copy of orders to schedule the pre-final. However, we do need a copy of your PCS orders or a form letter in lieu of PCS orders prior to scheduling your final clearance inspection. Notify the Housing Office as soon as you receive notification of your PCS move, normally 30 - 45 before you leave. The Housing Office can be of great assistance with your upcoming move. Ask about availability of MFH and community housing at your next location.



BEDROOM OR ENTITLEMENT CHANGE. If while living in government housing, you gain an entitlement such as increase in number of dependents, maturation of children, or promotion to a higher-grade category within 12 months, you can apply and be placed on the waiting list commensurate with the new entitlement effective the date you walk in the Housing Office and apply. A good rule of thumb to assist you in determining your bedroom entitlement is one bedroom per child if assets permit.

Same sex children can share a room up to 10 years of age. Opposite sex can share a room until 6 years of age and no more than two persons should share a room. If you are unsure of your bedroom authorization, contact the Housing Office at 606-3434 for guidance. You will be by-passed on the waiting list until the event occurs. If the waiting list is exhausted, you may be assigned housing prior to

the event. Moves to, from, or between government housing units for the convenience or morale of the member and his or her family are not authorized at government expense and must be completed within five calendar days. The exception is that the Housing Flight Chief can authorize a local move from one unit to another to prevent more than two dependent children from sharing a room.

FAMILY SEPARATION. Termination of housing must be made within 30 days following the determination of a family separation. It does not have to be a legal separation. If a spouse or military member moves out of the residence with the intention of residing elsewhere and not returning to the family housing unit and there are no dependent children, the active duty member must terminate family housing with 30 days of the spouse's move out. Since this is considered a government directed move, the move is at government expense.



TERMINATION. You are required to terminate occupancy of base housing under the following circumstances: PCS reassignment, separation, retirement, death of a member, final divorce decree granting custody to spouse. However, where dependents no longer reside with the active duty member, the member must vacate family housing within 30 days of the dependents moving out. Exceptions may be approved on a case-by-case basis but you must submit your request in writing to the Housing Office.

PRE-FINAL TERMINATION INSPECTION. The pre-final termination inspection is designed to assist you in preparing for your clearance inspection. The Housing Inspector briefs you on your responsibilities and identifies normal maintenance to be accomplished and identifies damages beyond fair wear and tear. You are responsible for all damages considered to be beyond fair wear and tear. Point out damages and self-help projects to the Housing Inspector at the pre-final inspection. The Housing Inspector can assess the damages and make a determination as to any non-fair wear and tear. If the Housing Inspector determines occupant abuse or negligence (non-fair wear and tear), they will advise you of your options. See page 9 for description of fair wear and tear.



CLEARING GUIDELINES: You are responsible for damages beyond those expected from fair wear and tear and for ensuring your assigned unit meets the cleaning requirements. These requirements are similar to those expected in private sector rental properties. Before occupying the unit, you were responsible for inspecting the condition of the unit and providing any comments on the AF Form 227, Quarters

Condition Inspection Report. The Inspector will use this form at your final as he/she assesses maintenance requirements and checks for damages. If the Inspector determines non-fair wear and tear, you will be advised of your options.

PROXY WITH POWER OF ATTORNEY: If you need a substitute to accomplish final inspection for you, notify the Housing Office in advance and the necessary forms and guidance will be provided.



OPTIONAL INDIVIDUAL CLEANING SERVICE. You may clean your quarters yourself or you may elect to hire a professional cleaning service as long as the cleaning requirements are met. If you choose to obtain the services of a professional cleaner, you must make your own arrangements. It will be a private agreement between you and the cleaner and will not negate your responsibilities for clearing base housing. A list of cleaners is available at the Housing Office. If you choose this option, the cleaner must be present at the final inspection.

IF YOU HAVE PETS, before your final inspection you must prevent pest infestations by the application of an environmentally friendly pesticide.

GOVERNMENT ITEMS such as fire extinguishers or Yard of the Month items and/or US flags that were issued by the Self Help Store must be present for the final inspection or you will be charged a replacement cost. Please ensure the movers do not inadvertently pack these items.



GENERAL CLEANING REQUIREMENTS: The extent of the cleaning required to clear quarters will depend upon the cleaning standards you have maintained during your occupancy. You were expected to maintain your home in a clean, hygienic and safe condition; therefore, your quarters should be reasonably clean for your final inspection. Remove all shelf paper and adhesives from drawers and shelves along with tape and tape residues from doors, cabinets and walls, and hangers from closets and cabinets and ensure one working light bulb in each fixture. Remove nails, hooks and hangers from walls and ceilings, but do not fill in nail holes. Remove stick-on decals, shower curtains and shower curtain rings, and drapery hooks, extension cords, etc. Please follow the cleaning requirements below.

SPECIFIC CLEANING REQUIREMENTS:

PERSONAL ITEMS and all trash must be removed. Trash is not to be placed on the curb. Remove bottom drawers of cabinets to ensure nothing has fallen underneath. You may keep on hand cleaning items for any last minute cleaning tasks.



FLOORS, STORAGE AREAS AND CLOSETS must be broom swept, damp mopped or vacuumed to be free of debris; accumulated trash, food residues and wax build up and are free of removable scuffs and stains.

CARPETS should be free of loose debris, embedded particles, gum tar, wax, etc. and obvious stains.

ASSESSABLE AREAS OF CEILINGS, WALLS, INTERIOR WOOD TRIM, OUTLET COVERS, SWITCHPLATE COVERS AND DOORS should be free of visible dirt, cobwebs, crayon, pencil and ink marks, removable stains, food spills and grease splatters. Remove all nails, hooks, hangers, tape and adhesives. Do not fill in nail holes. If you have painted any area another color, it must be returned to the original color prior to clearing housing. Paint over stencils and remove any wallpaper or borders.

WINDOWSILLS, BLINDS AND TRAVERSE RODS must be cleaned to remove dirt, dust and grime. You are not required to clean windows or screens.

LIGHT GLOBES AND CEILING FANS must be wiped down and have at least one working bulb in each fixture. This includes exterior lights, stove and refrigerator.

THE STOVE should NOT be pulled away from the wall to clean behind and beside or underneath. Do not turn the gas off behind the stove. You are required to clean the range top, under the range top, burners and grates, front of the stove including the oven door and knobs. You do not have to disassemble, but all removable parts should be clean and free of grease and burned on residues and food particles. The appliance bulb must be working.

VENTHOOD, FILTER AND FAN MECHANISM should be wiped down to remove grease and all food deposits.

THE DISHWASHER should be clean of food particles, soap residues and wiped down. We suggest running it through a rinse cycle with baking soda to remove residues, food particles and other remnants. This will not only disinfect it, it will make it smell fresh and clean for the final inspection.



KITCHEN CABINETS need to be emptied, wiped down inside and out to be free of grease and food residues. Remove shelf paper and sticky residues. Sinks and faucets need to be free of food particles, soap residues and removable stains.



THE GARBAGE DISPOSAL should be free of residues and food remnants.

THE REFRIGERATOR should be wiped down inside (including rubber seals) and the exterior to remove residues. Turn it to a low setting. The appliance bulb must be working. Remove the grate from the bottom front and clean dirt and dust and debris that have accumulated.



BATHROOMS: Ceramic tile surfaces should be free of soap residues. Grouting should be free of mildew. Commodes, sinks, tubs/shower enclosures, and glass enclosures should be free of soap scum, mold and mildew and other residues. Remove hard water rings and discoloration from commodes. Only use nonabrasive cleaners to preclude damaging any surfaces. Wipe down towel bars, toilet paper holders, soap dishes and commode seats. Remove calcium deposits and soap residues from faucets, showerheads and sliding door tracks. Medicine cabinets and vanities need to be emptied and wiped down.

THE FURNACE AREA must be wiped down. Remove the front door and remove and discard the filter. Install a new filter. Vacuum lint out of filter area and wipe down vents going into each room to remove dust.

VENTILATION, AIR VENTS/GRILLS should be wiped down to remove dust and dirt.

THE FIREPLACE AND FIREPLACE SCREENS need to be cleaned of ashes and dust and dirt.

GARAGE, CARPORT, OUTSIDE STORAGE, EXTERIOR WALLS AND EAVES AND RAFTERS should be free of cobwebs. Oil residues and paint stains need to be removed from the floor.

INACTIVE BIRDNESTS should be removed from the rafters. Before removing any bird nest, contact the Base Game Warden at 6-6804 or the Base Biologist at 5-8399 to verify that the nest is inactive



GROUNDS: You were expected to maintain a neat, well-manicured lawn during your assignment to base housing. Grass should not exceed 3" in height and should be evenly cut with no bare or dead areas. For the final inspection, your area must be free of debris, trash, grass clippings, leaves, and animal waste. Driveways and walkways should be free of grass clippings and leaves. Grounds maintenance, such as grass cutting or replacement seeding of lawn, lawn edging, weeding of flower beds and policing of trash must be accomplished prior to clearing family housing.



DAMAGES AND HOLES even those caused by children, pets or equipment must be filled and there should be germinated grass or sod in place. Lawns should be edged with at least one inch of the foundation showing. Sidewalks and porches must be swept down and free of grass in the cracks.

SHRUBS, HEDGES AND PLANTS must be trimmed at least 4 inches away from the wall and 12 inches down from the eaves of the house. In the newer homes, shrubs should be pruned back to windowsill height. Prune shrubs, bushes and trees to remove dead, damaged and diseased vegetative growth. Prune to prevent interference with pedestrian traffic. All hedges, shrubs and other cultivated plants should be shaped evenly, squared or rounded to promote a neat appearance.

FLOWER BEDS must be neat and free of weeds, grass, yard waste and debris. You do not have to remove live flowers and plants.

CONCRETE SURFACES INCLUDING DRIVEWAYS AND SIDEWALKS shall have oil stains removed. Sidewalks and porches must be swept and remove grass from cracks in concrete/paved areas.



GARBAGE CONTAINERS: You were issued one 90 gallon black (household waste) container, one 90-gallon green (recycling) container and one 60 gallon gray (green waste) container. These containers should be emptied, cleaned and placed in the garage or shed. You may use the Vandenberg landfill with your PCS orders after obtaining permission from Service Contracts, 606-2808. The landfill is located southeast of 6th Street and New Mexico Avenue. Hours of operation are 0730 – 1630 weekdays. It is closed Saturday, Sundays and holidays. All vehicles must weigh in at building 9505 to obtain dumping permission prior to entry into the landfill area.

NON-REUSABLE HAZARDOUS MATERIALS such as batteries, propane tanks, spent fuels and mixed non-reusable household products cannot be turned into the Self-Help Store. They must be brought to the Hazardous Waste Consolidated Accumulation Point (CAP) facility, bldg 6830 for disposal. This facility is open Mon – Fri 0730 – 1530, by appointment at 606-8438. The Auto Hobby Shop accepts used automotive products including used anti-freeze, used brake fluids, used motor oil, and used oil filters.



REUSABLE HOUSEHOLD HAZARDOUS MATERIALS i.e. left over household products that contain hazardous chemicals should be given to neighbors or turned into the Self-Help Store for reuse. They must be in their original containers if they are to be turned into the Self-Help Store.

ELECTRONIC WASTE i.e. televisions, computer monitors, central processing units, cordless and cell phones, videocassette recorders, copiers, printers, stereos, speakers, microwaves and other electronic devices contain hazardous materials such as lead and mercury. Cathode ray tubes in televisions and monitors contain significant amounts of toxic materials including lead, barium, mercury, and cadmium, which can pose health risks. Bring all electronic waste to the CAP. Disposing of it in the trash or municipal solid waste landfills is prohibited. For any questions, please call 606-8438.

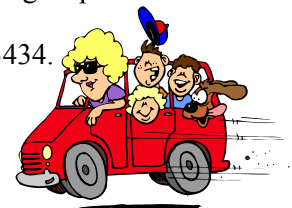
SELF-HELP WORK: You are responsible for returning the unit and surrounding grounds back to the original condition unless the housing inspector accepts the work or approves transfer to the next occupant.

OTHER IMPORTANT ITEMS: Due to a heavy schedule, the inspector can only wait 10 minutes past your scheduled inspection time so please be ready. If you have not arrived during this time, contact the Housing Office at 606-3434 to reschedule your inspection. An adult member of your family or your approved agent must be present or the inspection will not be performed. If you fail the final inspection, contact the Housing Office to schedule a re-inspection at the earliest date. If you fail a second time, housing will arrange for a contractor to clean your unit at your expense.










HOUSING KEYS AND HOUSING BROCHURE and any items won for the Yard of the Month competition must remain in the home for the final clearance appointment. Turn over all keys you were issued at the time of assignment plus any other keys you may have had duplicated. Your housing assignment will be terminated once all clearance requirements have been met and property accounts have been settled. At that time the AF Form 594, Authorization to Start, Stop or Change Basic Allowance for Quarters will be prepared. For questions, please call 606-3795 and speak to a housing inspector.

If you need to reschedule and appointment, please call the assistance section at 606-3434.



SECTION J

USEFUL NUMBERS

AGENCY		NUMBER
Fire Department and/or Ambulance		911
Security Forces Control Center		911/606-3911
Directory Assistance		606-1611
Service Calls (Housing Maintenance Contractor)		734-5586
Pest Control		734-5586
Self-Help Store		734-5586
Key Control		734-5586
Housing Facilities Section		606-3795
Housing Assistance Section		606-3434
Housing Maintenance Contract Quality Control		606-2808
Yard Discrepancy Inspectors		606-1936
Civil Engineer Service/ Call Desk for Power Outages		606-3152/0010
After duty hours, holidays or weekends		606-1856
Staff Judge Advocate (Legal Claims)		605-6200
Telephone Trouble Shooting Desk		605-2622/606-2622
Telephone Verizon		1-800-483-4000
Pet Cemetery		734-2237
Civil Engineer Environmental Flight		606-1921
Household Hazardous Waste Exchange Program Center		606-3900
Hazardous Waste CAP		606-8438
Inbound Household Goods		606-1848
Family Support Center		606-0039
Service Contracts POC		606-2330/1927/1928
Recycle		606-2330/1927/1928
Refuse		606-2330/1927/1928
Green Waste		606-2330/1927/1928
Tree Trimming/Removal		606-2330/1927/1928
Telephone installation-Verizon		1-800-483-4000
Cable TV installation-Americable		734-5578

***From on base.** Dial 6-XXX or 5-XXX when calling from an on-base phone to other on-base phone.

****From the local community.** Dial 606 or 605 and the extension. These numbers are provided to assist you during your stay.

We hope this handbook will be useful to you and your family. If you have any suggestions on how to make it more useful and better, please let us know. We ask that you refer to the information in this handbook as you acquaint yourself with your new home and surroundings.

This pamphlet should be returned to the Housing Management Office during your final clearance inspection. If you have any questions about anything contained in this brochure, please contact the housing office at 606-3477 or 606-3795. Thank you.



SECTION K

HOUSING MANAGEMENT FLIGHT CUSTOMER EVALUATION FORM

Any time during your stay, in Family Housing you may complete and return this survey to the Housing Office. If you prefer, you may submit it to 30 SW/CC, 30 MSG/CC or 30 CES/CC. This survey will help us determine what our strengths or weaknesses are.

(Optional) Name and Rank _____

Please circle the applicable number or non-applicable (NA).

Poor Satisfactory Good NA



Did you receive courtesy and professional service?

1 2 3 4 5 NA

Were members of the housing staff knowledgeable and helpful?

1 2 3 4 5 NA

Was the information provided useful?

1 2 3 4 5 NA

How do you rate the overall support provided to you and your family by the housing staff?

1 2 3 4 5 NA

How can we better serve you? _____

Name the individual(s) who assisted you _____

Remarks: We welcome any comments or suggestions that will help us serve you, our customer better.

Thank you for helping us with this survey. It has been our pleasure to assist you. We welcome you to Vandenberg Air Force Base and wish you and your family an enjoyable and rewarding tour.